

# Order School Pix Help Guide





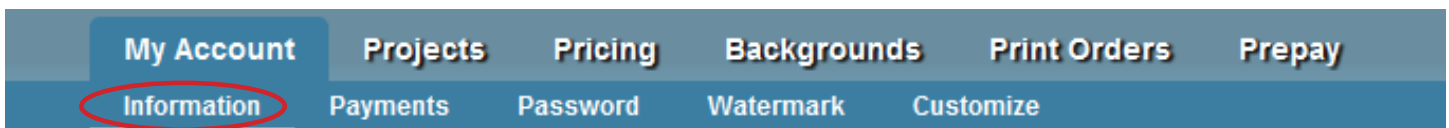
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# OSP: My Account

My Account allows you to edit studio contact information, provide Stripe payment information, update your OSP password, add a watermark, and some customizing features.

To find where to update your information go to “My Account” then to “Information”.



## INFORMATION

Anything you input into this area is information that you are providing to your customers for contacting your studio.

Studio Name:	<input type="text"/>
Address:	<input type="text"/>
City:	<input type="text"/>
State:	<input type="text"/>
Zip:	<input type="text"/>
Phone:	<input type="text"/>
Email:	<input type="text"/>
Website:	<input type="text"/>
<input type="button" value="Save"/>	

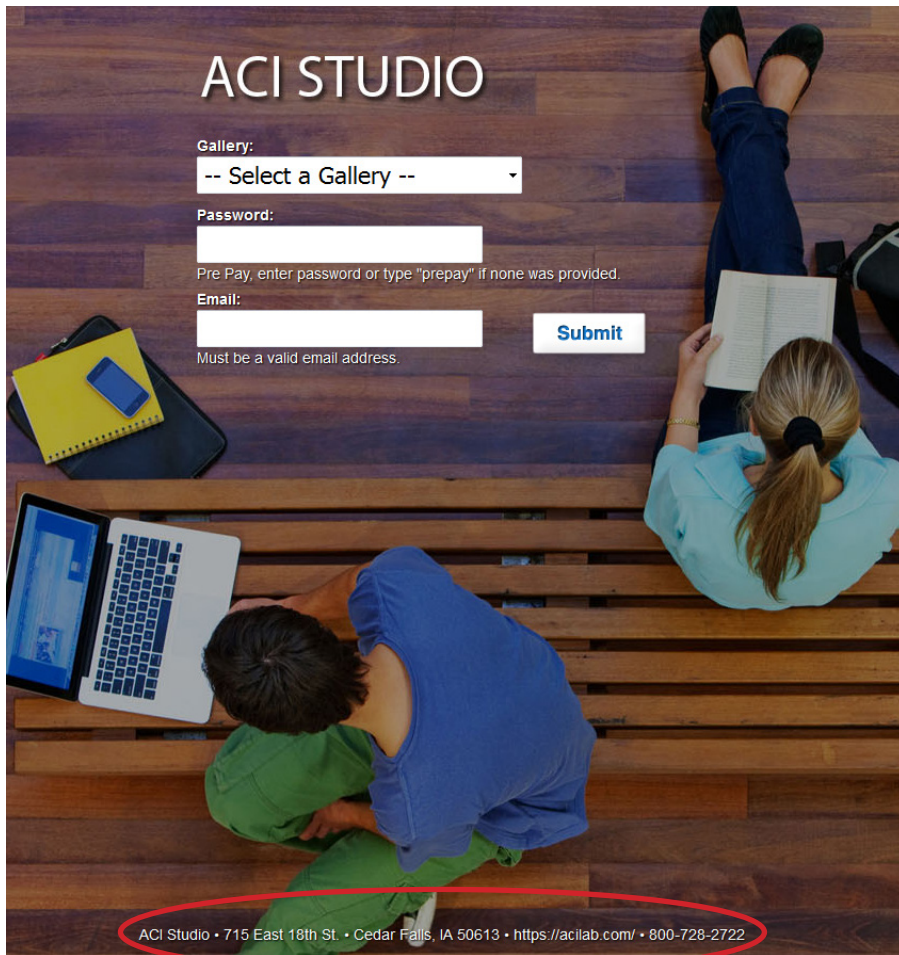
## REQUIRED INFORMATION

*Studio Name* must contain your business name with ACI.

*Email* must be filled out, this email address is recognized as your admin email when you login as a consumer.

Select “Save” when finished.





All of this information will be view-able by consumers who go to your URL, as it shows on the bottom of your URL; as shown below in the red box:

To find where to update your Payment information go to *My Account* then to *Payments*.



## PAYMENTS

This is where you will enter your secret & publishable keys provided by your Stripe account to connect OSP with your Stripe account. If you do not yet have a Stripe account set up, there is an link you can click on to take you to Stripe to get set-up.



You must setup a stripe account to accept payments on OSP. Stripe is a world class online payment gateway similar to PayPal or Authorize.net.

### Advantages

- Easy free set-up.
- Low transaction fees (2.9% + 30¢).
- Users make payments on our page.
- Funds are transferred to your bank account automatically.

[Click here](#) to sign up for a Stripe account.

You must have an "Activated" Stripe Account.

Enter the Secret and Publishable key form your Stripe account below. Then click "Save". \*\*

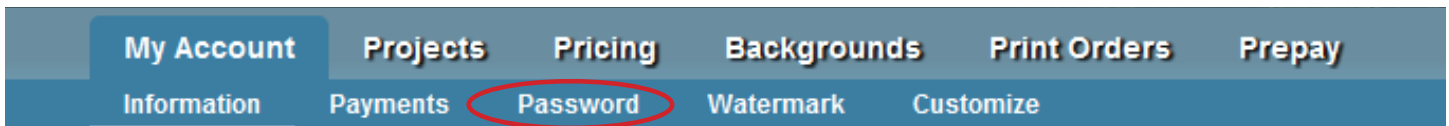
These can be found in your Stripe account under "Account Settings" then "API Keys".

Secret Key:	<input type="text" value="sk_test_it2XCmzaGVTwRGnN2IobW1cR"/>
Publishable Key:	<input type="text" value="pk_test_YwOg7BEGBlGcIV0mdyLDLOFS"/>
<input type="button" value="Save &amp; Enable Stripe"/> <span style="color: green; font-weight: bold;">✔ Enabled</span>	

**\*\* You must submit a test order to yourself with your credit card using live keys and a different email address and confirm that the funds are in your Stripe account or risk missing orders.**

To learn how to submit a test order, please see *Submitting a test order*.

To change your password go to *My Account* then to *Password*.



## PASSWORD

In *Current Password* enter the password ACI provided to you.

In *New Password* enter the password you wish to use.

In *Retype Password* enter the New Password again.

Select *Save* when finished.

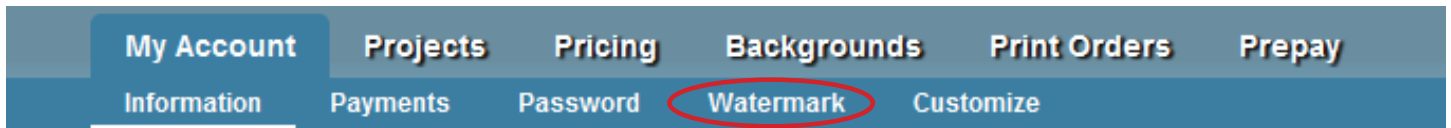
### Password

Current Password:	<input type="text"/>
New Password:	<input type="text"/>
Retype Password:	<input type="text"/>
<input type="button" value="Save"/>	



To add a watermark to your images go to *My Account* then to *Watermark*.

Consumers are not allowed the ability to right click to save image. ACI has disabled this feature. Consumers still have the capability to do a screen capture though, and for that purpose we have this area where you may set up a watermark appearing over the image(s).



### WATERMARK

In *Watermark* type the wording you would like to preview over your consumers images when they login.

Select *Save* when your finished.

## Watermark

A form titled 'Watermark' with a light gray background. It contains a label 'Watermark:' followed by a text input field containing the word 'proof'. Below the input field is a blue button with the text 'Save' in white. The 'Save' button is circled in red.

To customize the look of your homepage go to *My Account* then to *Customize*.



### CUSTOMIZE

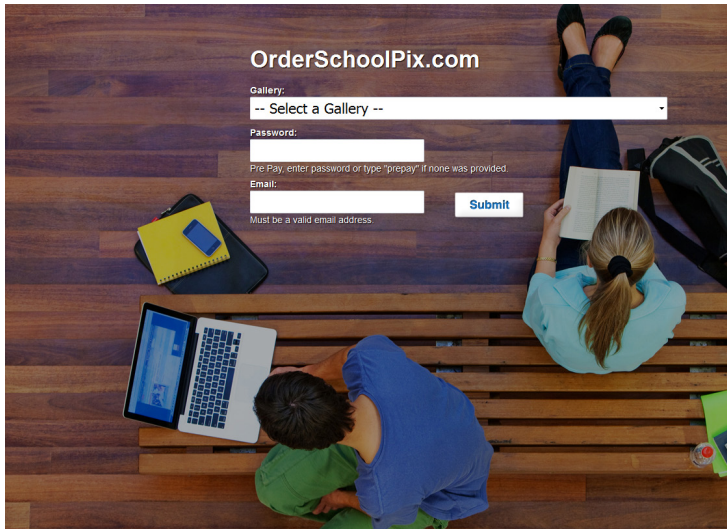
Customize the look of your home page by uploading a jpg, upload a studio logo, edit the background color the consumers see when they login.



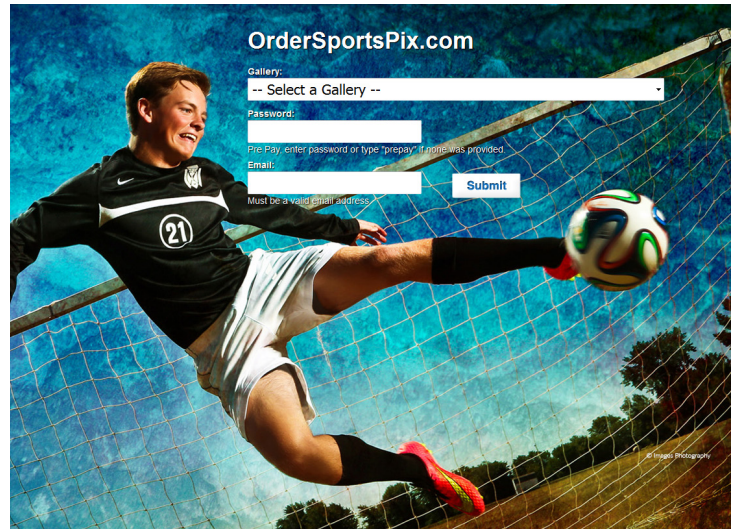


## HOME PAGE BACKGROUND DESIGN

You are able to customize the background design on the homepage. If you do not customize the background, it will appear as the one shown below, with the students studying on the bench. If you customize the background it will customize for both orderschoolpix.com and ordersportspix.com. If you do not customize ordersportspix.com will be at random different sport images.





orderschoolpix.com shown not customized.



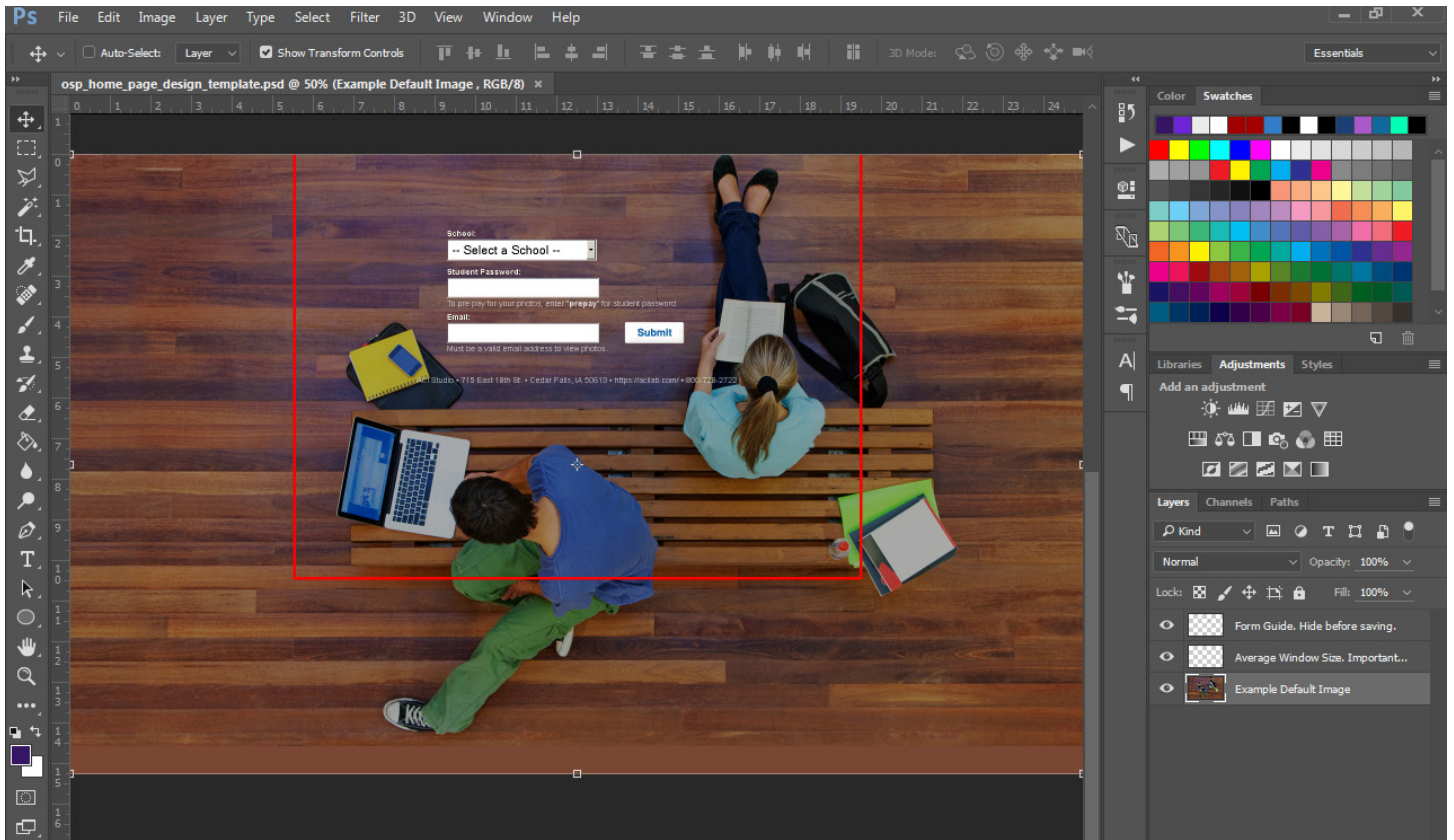
ordersportspix.com shown not customized.

## Customize

Home Page Background Design	Studio Logo	Colors
<p>Upload a Custom Background Design.</p> <p>Use <a href="#">this</a> template to create a custom background design image for your home page.</p> <p>Upload Image</p> 	<p>Upload a studio logo graphic to display on shopping cart pages.</p> <p>Logo must be 220x220 pixels or smaller and must be a .JPG, .GIF or .PNG file.</p> <p>Upload Image</p> 	<p>Customize the colors on the shopping cart pages.</p> <p>Background Color</p> <p>#575757</p> <p>Save</p>

Select *This* to download a PSD template.





There will be 3 layers to this PSD, be sure to turn the layers off before saving as a JPG.

After saving your JPG you will need to *Upload Image* in OSP to browse out for your image.

## Customize

**Home Page Background Design**

**Upload a Custom Background Design.**

Use [this](#) template to create a custom background design image for your home page.

Upload Image

Select *Upload File*, once uploaded your studio OSP url will now have this new image as the background on your Homepage.

**Custom Background Design Image File:**

No file selected.

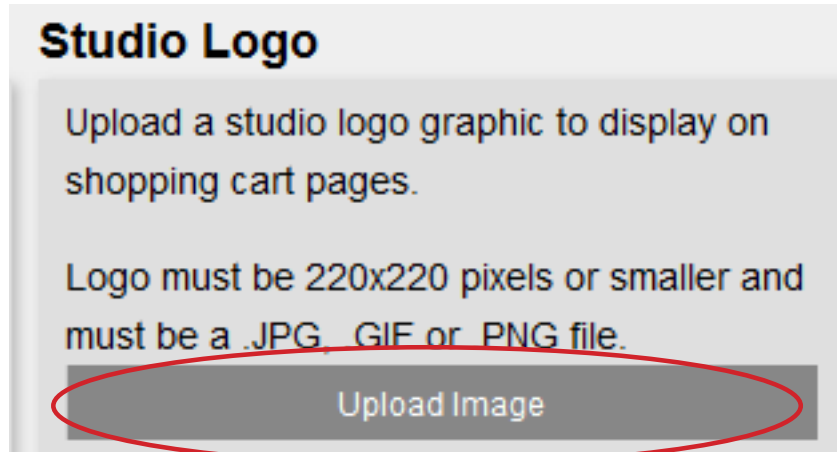
Display image must be 1800x1100 pixels and must be a .JPG file.





## STUDIO LOGO

See Requirements for Logo before upload.



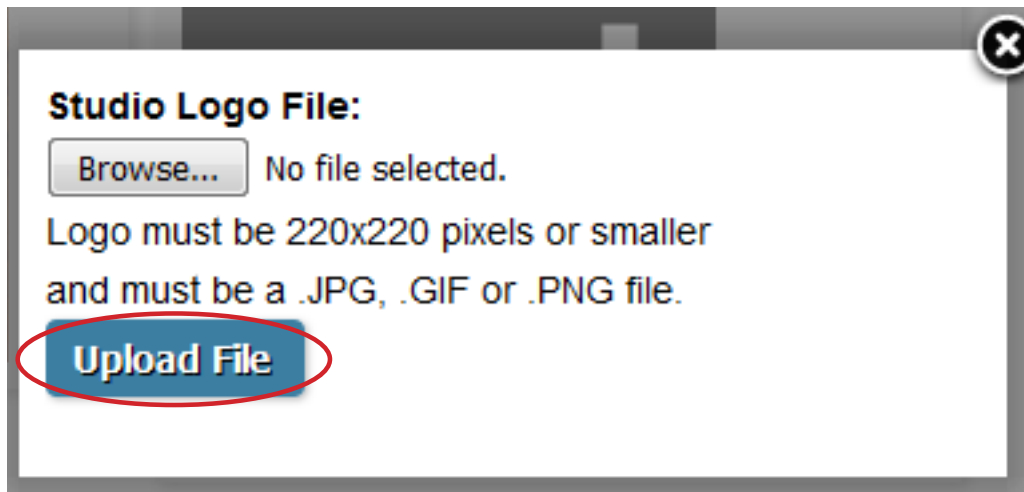
**Studio Logo**

Upload a studio logo graphic to display on shopping cart pages.

Logo must be 220x220 pixels or smaller and must be a .JPG, .GIF or .PNG file.

Upload Image

Select *Upload Image* to browse.



**Studio Logo File:**

Browse... No file selected.

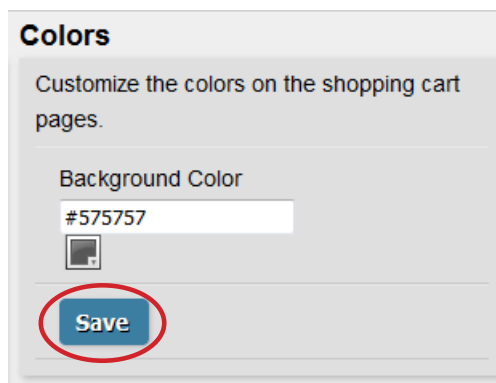
Logo must be 220x220 pixels or smaller and must be a .JPG, .GIF or .PNG file.

Upload File

Select *Upload file*.

## COLORS

You can type in a color swatch number or you can click on the color swatch below to select a background color to use in the shopping cart pages



**Colors**

Customize the colors on the shopping cart pages.

Background Color

#575757

Save

Select *Save* once your finished.

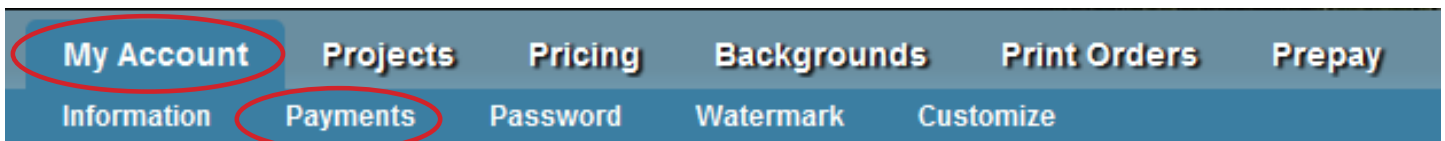


# OSP: Submitting a TEST Order

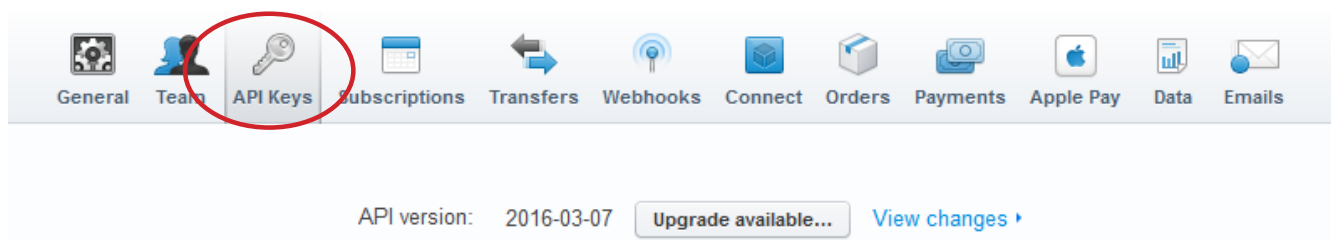
Your must submit a test order to make sure the API keys work from your Stripe account. This must be done before you start taking orders from customers. A order must be submitted with the live keys.

*When submitting a test order, it is important that the tester does not use the studio's email address when checking out. Doing so will cause OSP to recognize the buyer as the studio and will not charge for the order resulting in an invalid test.*

Your stripe test account must be activated in your OSP account. To enter the stripe test keys go to *My Account* and then to *Payments*.



To find your test secret you will need to go to [www.stripe.com](http://www.stripe.com). Go to *Your Account* and then to *Account Settings*. Find your API Keys. This will contain your secret and live keys. For the test you will need to use your live keys.



Enter your 'LIVE' secret and publishable keys provided by your Stripe account, save and enable stripe.



Enter the Secret and Publishable key from your Stripe account below. Then click "Save". \*\*  
These can be found in your Stripe account under "Account Settings" then "API Keys".

Secret Key:

Publishable Key:

**Save & Enable Stripe** ✔ **Enabled**

**\*\* You must submit a test order to yourself with your credit card using live keys and a different email address and confirm that the funds are in your Stripe account or risk missing orders.**

Set up a *Price List* that can be used. There must be at least 1 item with a price connected to it for you to use to test your account. See sample below:

## Price Lists

Name

Test Price List

**Save**

Prints Products Packages

Fill in prices for items to include in this price list. Items with a price of 0.00 will not show to consumer. Click "Save" for each tab.

**Prints**

Size	Prepay/Proof	Re-Order
8 Mini Wallets	1.00	0.00
16 Mini Wallets	0.00	0.00
4 Wallets	0.00	0.00
8 Wallets	0.00	0.00
2-3.5x5	0.00	0.00

Set up a *Prepay Project* and be sure to add the *Price List* you've created. The Price List does not need to be a "test price list" it can be a standard price list.

To add a prepay project go to *Projects* and click on *Add a Prepay Project*.



**Projects (12)**

**Add a Prepay Project**

**Add a Reorder Project**





In the name area put *Test Prepay*. Fill out the rest of the information listed and be sure to use a price list that you have set up. Once you have filled out all of the information select *Save* in the Edit School Information screen at the bottom.

Name:   
Tip: Use "PrePay" in the name.

Password:   
"PrePay" is default.

Message:

Price List:

Date for Pre-Ordering to End:

**Save**

Go to your studio OSP URL and select your test prepay school, Login as a consumer to this school. This can be found by going to *Projects* and then click on *Edit* on which school's URL you would like to find.

My Account Projects Pricing Backgrounds Print Orders Prepay 08000 ACI Studio Logout

View Projects

**Projects (12)**

BULK

view Projects

[« Back to projects](#)

## BULK

Link to school login:  
<http://acistudio.orderschoolpix.com/index.php/search/subject/gallery/915>

### Edit Project Information

Name:



**Gallery:**  
 Greenfield Prepay

**Password:**  
 Prepay

Pre Pay, enter password or type "prepay" if none was provided.

**Email:**  
 s@s.com

Must be a valid email address.

**Submit**

Add a product to your cart by selecting the button *Add* next to an item you chose to offer.

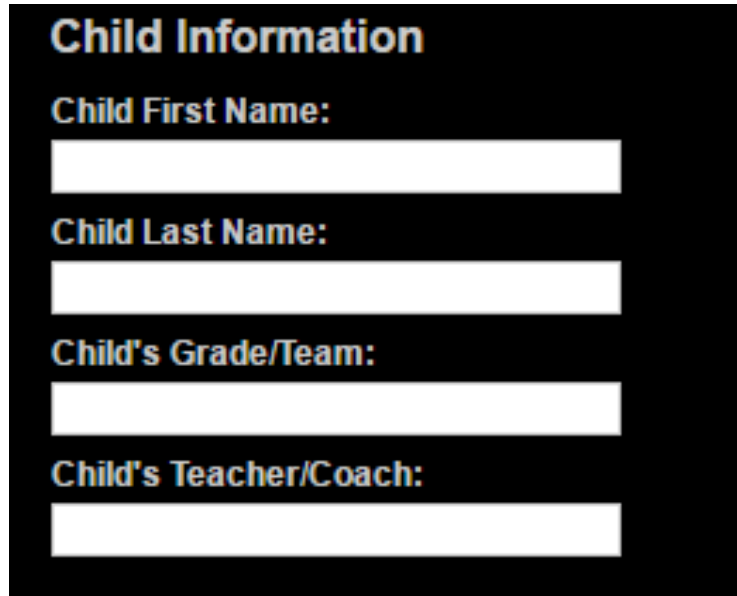
The screenshot shows the 'Order a Package' section with 'Package A' details: 2 8x10, 2 5x7, 8 Wallets, 16 Mini Wallets, and Group 5x7. The price is \$35.00, and the 'Add' button is circled in red. The 'Your Cart' sidebar on the right shows 'Package A' with a quantity of 1 and a price of \$35.00. The 'Checkout' button in the cart is also circled in red.

Select *Checkout* under Your Cart.

This screenshot is identical to the previous one, but the 'Checkout' button in the 'Your Cart' sidebar is circled in red, indicating the next step in the process.



Fill in your *Child Information*, as this is a test you can enter fake information here as a placeholder.



**Child Information**

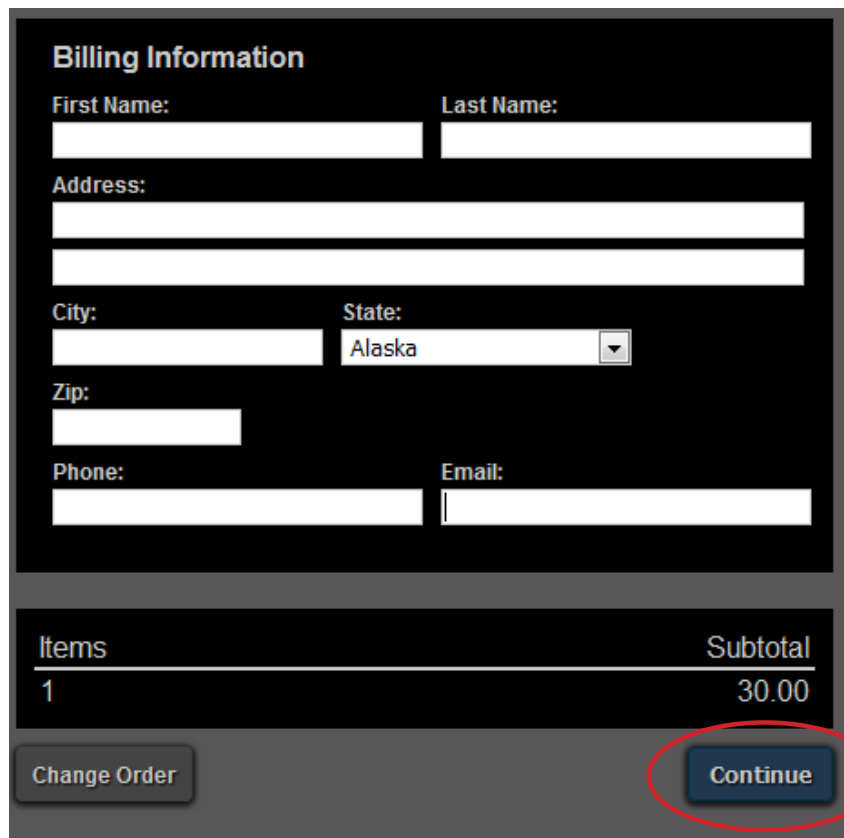
**Child First Name:**

**Child Last Name:**

**Child's Grade/Team:**

**Child's Teacher/Coach:**

Fill in your Billing Information, as this is a test you can enter fake information here as a Placeholder (**Be sure to not use your studio email address**). Once this information is filled out click Continue in the bottom right corner.



**Billing Information**

**First Name:**  **Last Name:**

**Address:**

**City:**  **State:**

**Zip:**

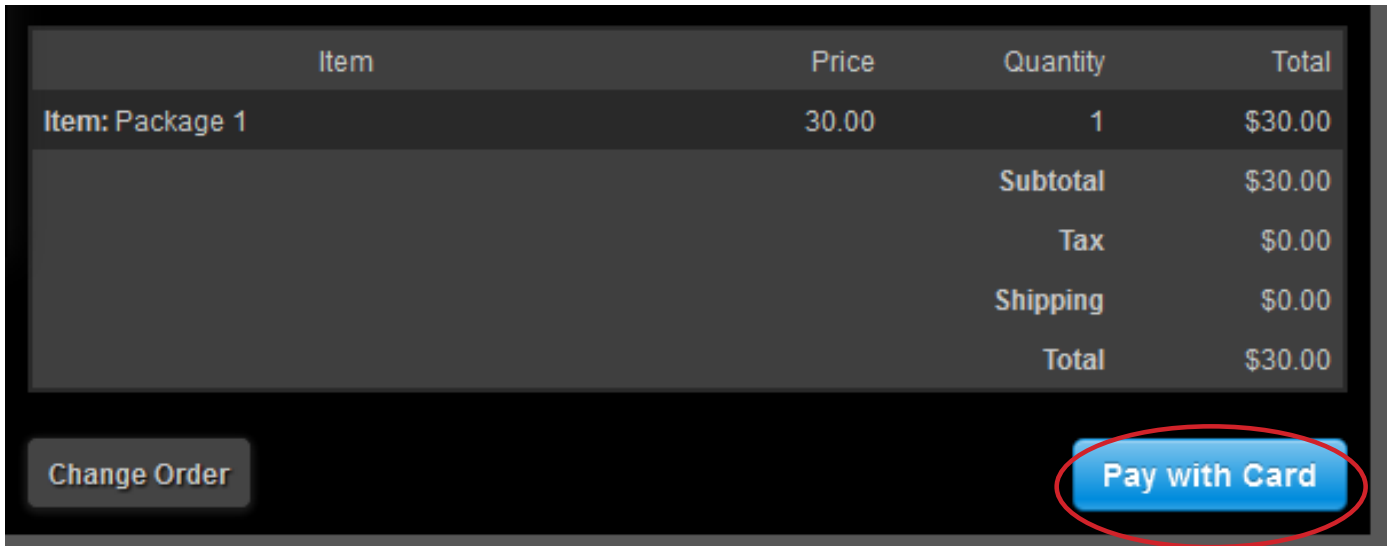
**Phone:**  **Email:**

Items	Subtotal
1	30.00

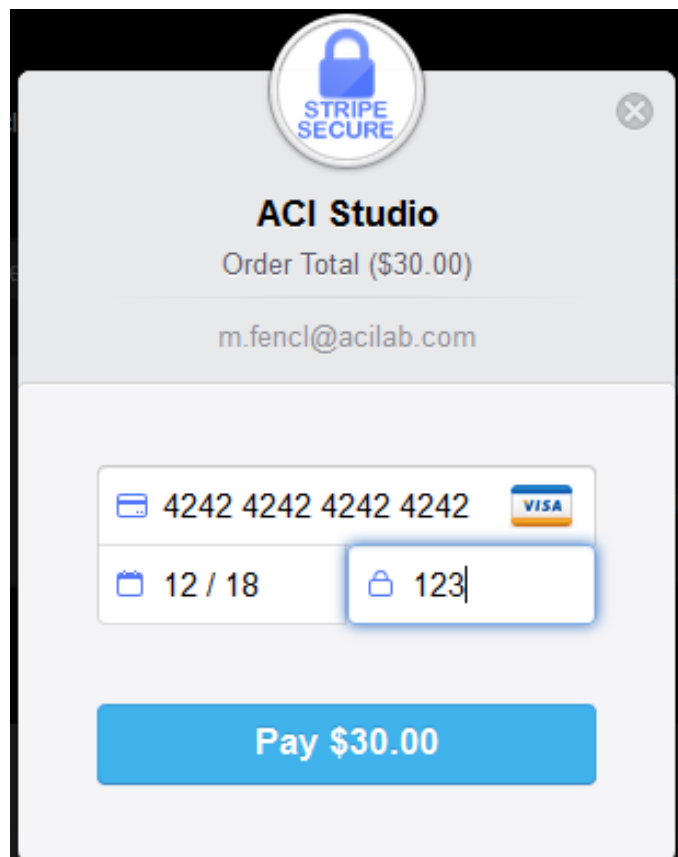




Select *Pay with Card* to pull up the Stripe Secure Checkout.



Enter an active credit card number, date and CSV code.



# Contact customer service at American Color Imaging 800-728-2722 to have them remove your test prepay project from the system.

Once the test is complete with the Live keys. Go to your Stripe Account to see if the payment has processed. Once the test is completed you can do more testing with the test keys and fake credit card numbers.

To do more testing make sure your secret and publishable keys are in test mode. If you want to see other test cards please visit [www.stripe.com/docs/testing](http://www.stripe.com/docs/testing). This will show you different types of cards such as a master card debit, declined cards, incorrect information and more.



# OSP: Projects

Projects are where you see any bulk, prepay, or reorder projects that have been created or uploaded. We're going to step through each type of project here as well as the options on the Projects page.

## VIEW PROJECTS

This page will allow you to see all bulk, prepay, and reorder projects that you have uploaded. You can Edit the preferences, view subjects for Bulk and Reorders, and view prepays and orders. Add a Prepay Project or a Reorder Project, all Proofing orders must be uploaded by ACI. To view your projects go to *Projects* then to *View Projects*.

My Account **Projects** Pricing Backgrounds Print Orders Prepay 08000 ACI Studio Logout  
View Projects

### Projects (12)

Add a Prepay Project

Add a Reorder Project

BULK	Edit	Subjects	Orders
Canton School	Edit	Subjects	Orders
Ellison School	Edit	Subjects	Orders
Franklin Tigers Baseball	Edit	Subjects	Orders
Franklin Tigers PrePay	Edit		Prepays
Greenfield Elementary	Edit	Subjects	Orders
Greenfield Elementary Proof	Edit	Subjects	Orders
Greenfield Prepay	Edit		Prepays

## EDIT

Make adjustments to the *Edit Project Information*. Prepay has a few more options than Reorder & Proofing information. See sample of *Edit Project Information* by viewing the *Add Prepay Project*.

### Projects (8)

Add a Prepay Project

Add a Reorder Project

BULK	Edit	Subjects	Orders
Franklin Tigers Baseball	Edit	Subjects	Orders
Franklin Tigers PrePay	Edit		Prepays
Greenfield Elementary	Edit	Subjects	Orders
Greenfield Elementary Proof	Edit	Subjects	Orders
Greenfield Prepay	Edit		Prepays





# SUBJECTS

Here you can view current subjects in your project, edit subject information and login as a subject.

My Account Projects Pricing Backgrounds Print Orders Prepay 08000 ACI Studio Logout  
View Projects

## Projects (12) [Add a Prepay Project](#) [Add a Reorder Project](#)

BULK	Edit	Subjects	Orders
Canton School	Edit	Subjects	Orders
Ellison School	Edit	Subjects	Orders
Franklin Tigers Baseball	Edit	Subjects	Orders
Franklin Tigers PrePay	Edit		Prepays
Greenfield Elementary	Edit	Subjects	Orders
Greenfield Elementary Proof	Edit	Subjects	Orders
Greenfield Prepay	Edit		Prepays

## EDIT SUBJECT INFORMATION




Select *Edit* beside the subject you need to adjust to pull up the *Edit Subject Information* screen.

[« Back to Projects](#)

### Greenfield Elementary

To search for a subject click Ctrl + F to use your browsers search feature.

[Add Subject](#)

Subjects (38)	Password	
Isabella Larson	146	 <a href="#">Edit</a> <a href="#">Login</a>
Randy Andrea Mennen	121	 <a href="#">Edit</a> <a href="#">Login</a>
Javan Gatewood	145	01  <a href="#">Edit</a> <a href="#">Login</a>

[« Back to Subjects](#)

[View](#)

### Edit Subject Information

**Edit Subject Info**

First Name:

Last Name:

Password:

teacher:

period:

grade:

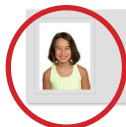
homeroom:

coach:


Hide Subject  Hide  Show

[Save](#) [Add Multiple Images](#) [Add Single Image](#)

Edit Subject Info to adjust First Name, Last Name, Password, ect. To Hide the subject, select *Hide*. Select *Save* to hold any changes you made. To add more images select *Add Multiple Images* or *Add Single Image*. Click on the subjects image(s) to pull up Edit Image.



**Edit Image : 001\_c7a4bffb14453d76c1bf597.jpg**



Is Group Photo:  No  
 Yes

First Name:

Last Name:

Nickname:   
13 character limit.

Year:   
13 character limit.

Link Group Photo:

Re-Assign Image to:

Replace Image:  No file chosen  
\* Images must be at least 8x10 at 250 dpi.  
 \* Green screen images must be knocked out.  
 \* File format must be jpeg (png for green screen).  
 \* Images must be rotated heads up.

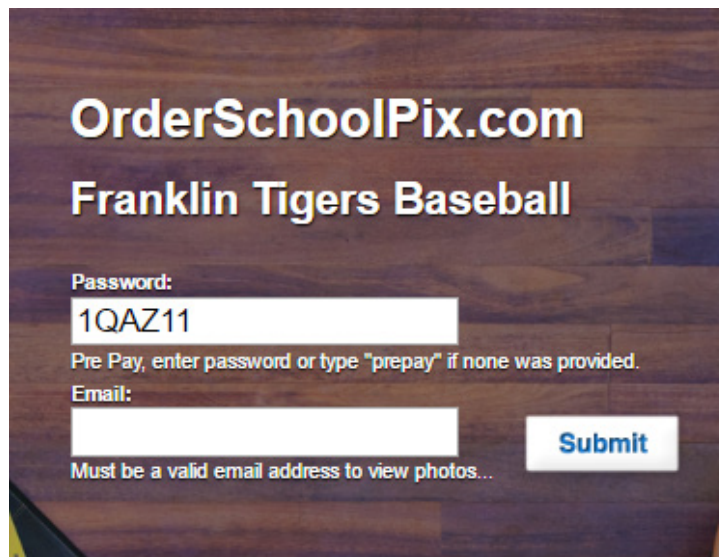
Hide Image:  No  
 Yes

Edit Image allows you to edit some information, link a group to the image, reassign the image to another subject, replace the image, and download the full resolution image file.

Select Save to hold any changes you made.

### LOGIN AS A SUBJECT

The Login option will take you to the home page with the project already selected and with the subjects password already entered, all you need to do is enter an email address to login as the subject.



**OrderSchoolPix.com**  
**Franklin Tigers Baseball**

Password:

Pre Pay, enter password or type "prepay" if none was provided.

Email:

Must be a valid email address to view photos...



# ORDERS

This allows you to view all orders for a Bulk Proofing Project, or Reorder Project. You can access more details by viewing the Invoice.

[My Account](#)
[Projects](#)
[Pricing](#)
[Backgrounds](#)
[Print Orders](#)
[Prepay](#)
08000 ACI Studio [Logout](#)

[View Projects](#)

## Projects (12)

[Add a Prepay Project](#)

[Add a Reorder Project](#)

BULK	Edit	Subjects	Orders
Canton School	Edit	Subjects	Orders
Ellison School	Edit	Subjects	Orders
Franklin Tigers Baseball	Edit	Subjects	Orders
Franklin Tigers PrePay	Edit		Prepays

Select the *invoice number* to view details.

## Print Orders

Invoice	Order Date	Subject	Project	Customer	Sent to lab	Payment Status	Amount
8979	08-09-2016	Grace Simpson	Greenfield Elementary	dfg dhjd	Yes 0	Completed 08/09/2016	\$53.50
8938	08-02-2016	Brooke Hunwardesen	Greenfield Elementary	gyity guo	Yes 0	Completed 08/02/2016	\$76.50

Proofing orders allow a *Cancel Order* option to cancel the order from coming into the lab, as long as the order was canceled BEFORE the deadline date. Reorders do not have a *Cancel Order* option, as they are submitted for printing upon payment.




If a subject ordered a file download, as shown in the example, you have the opportunity to *Resend File Download*. This option can ONLY send the file to the email address shown under Billing Information for your consumer. If they mistyped their email address when ordering, you are copied on the email for the file download. You will manually need to send that email to an updated email address, outside of OSP.

**Billing Information**  
Gina Rodgers  
555 address street  
  
cedar falls, IA 50613  
s@s.com  
333-333-3333

**Shipping Information**  
ACI Studio (ship to studio)  
715 East 18th St.  
  
Cedar Falls, IA 50613

[Cancel Order](#)

Invoice #	9190
Date	8/19/16 12:07 am
Subject	Maya Dietz
Project	Greenfield Elementary Proof

File	Item / Package	Options	Unit Cost	Quantity	Price	
 00a_be74756832faa9291752289	<b>Package B</b> (1) 8x10 (1) 5x7 (1) 8 Wallets (1) 4 Wallets	Bknd: GSB001	\$20.00	1	\$20.00	
 00a_be74756832faa9291752289	<b>Fleece Blanket</b>	Bknd: GSB001	\$30.00	1	\$30.00	
 00a_be74756832faa9291752289	<b>File Download</b>	Bknd: GSB001	\$20.00	1	\$20.00	
					Subtotal	\$70.00
					Shipping	\$0.00
					Tax	\$0.00
					Total	\$70.00

[Resend File Download](#)



## PREPAYS

This allows you to view all orders for a Prepay Project, and download a simple CSV data file. This lets you easily access each subjects orders to input into your ordering software or data file for lab production. You can access more details by viewing the Confirmation Code.

<a href="#">My Account</a>	<a href="#">Projects</a>	<a href="#">Pricing</a>	<a href="#">Backgrounds</a>	<a href="#">Print Orders</a>	<a href="#">Prepay</a>	08000 ACI Studio	<a href="#">Logout</a>
<a href="#">View Projects</a>							

### Projects (12)

[Add a Prepay Project](#)
[Add a Reorder Project](#)

BULK	Edit	Subjects	Orders
Canton School	Edit	Subjects	Orders
Ellison School	Edit	Subjects	Orders
Franklin Tigers Baseball	Edit	Subjects	Orders
Franklin Tigers PrePay	Edit		Prepays
Greenfield Elementary	Edit	Subjects	Orders

Select the confirmation code to view details.

### Prepay Orders - Greenfield Prepay

[Download CSV](#)

Confirmation Code	Date/ Invoice#	Student's Name	Grade/Team Teacher/Coach	Customer's Name	Items Purchased	Payment Status	Amount Paid
H01PAM	7-06-16 8808	KKekpak'g ahah	ahaaa	ahger atgt aga	1 - Package A Bkgrnd: GSB001 1 - Package C Bkgrnd: GSB001	Completed 07/06/2016	\$55.00
ED3LSU	1-21-16 6981	feh asedh	setggh	dtgfh zsehtf hh	1 - Package A Bkgrnd: GSB007	Completed 01/21/2016	\$30.00

Invoice #	1528
PrePay Date	2015-07-29 10:31:13.463
Subject's Name	Lauren Chambers
Grade/Team	11
Subject ID	0
Project	Greenfield Prepay
Confirmation Code	XK1U9S
Amount Paid:	32.00
Items Purchased:	<b>1 - Package A</b> - Background: GSB074 (2) 8x10 (1) 2-5x7 (1) 8 Wallets (1) 16 Mini Wallets
Payment Status:	Completed 07/29/2015
Billing Information	Susan Chambers bAddress bAddress2 bCity, AL 90210 jeremy@jdh.net bPhone



# OPS: Add a Prepay Project

This option allows you to create a place for your consumers to login into Pre-Order online rather than to use a flyer/envelope for providing their payment. This provides you a way to take credit card payments online and export a simple data file when finished. The data file allows you easy access to what was ordered so you may enter that information into your data file or software for submitting your orders to ACI.




**Projects (12)**

**Add a Prepay Project**

**Add a Reorder Project**

Enter a *Name* for the project, including the word Prepay at the end of your name.

Name:	<input type="text"/>
	Tip: Use "PrePay" in the name.
Password:	<input type="text" value="PrePay"/>
	"PrePay" is default.
Message:	<input type="text"/>
Price List:	<input type="text" value="Dance"/>
Date for Pre-Ordering to End:	<input type="text"/> 
<input type="button" value="Save"/>	

Enter a *Password* if you are creating a special password for each project, if you are not creating a password leave as PrePay.

Enter a *Message*, this area allows you to provide information to your consumers such as when picture day is.

Select a *Price List*.

Enter a *Date* for Pre-Ordering to End, on this date the Prepay Project will automatically hide. Select *Save*, this will create the Prepay Project and take you into the *Edit Project Information* screen.

You may *Edit Project information*, it will contain all the above information as well as additional Options.





Name:

Password:   
 "PrePay" is default.

Logo  Hide  
 Show

[Change Logo](#)

Message: 

Prepay is available for you to place your orders online until September 7th.  
 Bring your receipt or confirmation code on picture day.

Price List:

Tax (Override Account Setting)  
 Yes  
 No

Tax Percent:

Promo Codes:  12345  
 25off

Greenscreen  Yes  
 No

Background Set:

Order Type **PrePay**

Date for Pre Ordering to End:    
 Event will be hidden at the end of this day.

**Product Display Image:**  
 You can upload images to be displayed in the products and packages in the shopping cart for this prepay event else default school images will be used.  
 (This will override the pricelist display images.)  
[Upload Individual Image](#)  
[Upload Group Image](#)

Hide Project  Hide  
 Show

**Save**

If you need to charge a different *Tax Percentage* on this job you can select Tax (Override Account Setting) as Yes and type in a Tax Percent, if you do not need to charge a different Tax Percentage then leave this as No.

If you need to allow access to certain *Promo Codes* you will need to select each *Promo Code* you want to allow access to in this project by putting a check mark beside the code.

If your *PrePay Project* is a **Greenscreen** job, you need to select Yes, otherwise select No.

If you selected that your *Project* is **Greenscreen** you need to select the *Background Set* that you want applied to this order. The *Background Set* you select will preview for your consumers.

*View Order Type* if you are unsure if this is a *Prepay, Reorder, or Bulk Proofing* order it will show you here.

Under *Product Display Image* edit the individual subject image by selecting *Upload Image* to browse out for an image you want to provide.

This will be the display image shown on each item you are offering in your *Price List*. Otherwise the display image is a senior girl.



Under *Product Display Image* edit the group image by selecting *Upload Group Image* if you offer a print product that a group belongs in, such as Memory Mates, or Group Prints. Do this if you want to provide a different default image than the classroom group image that is the current default.

Below is a sample of what 2-5x7, 8-wallets and a 5x7 group will look like.



If you ever need to *Hide* the entire project from your consumers but still have access to the project yourself, you can select to *Hide Project*.

You can see how many times this project has been viewed by looking at *Visits*.

Select *Save* to finalize your Prepay Project.



# OSP: Add a Reorder Project

This option allows you to create a place for your consumers to login to reorder additional prints and products. This option is used when you don't use any data to submit your orders to the lab. This would typically originally be ordered through My ACI ordering software, however this gives you the opportunity to access 2nd chance sales. ACI cannot upload this type of Reorder, you will need to create this project and upload your images. This type of Project does require you to provide your consumers with the Passwords ahead of time, or before they can access the Project.

Select *Add a Reorder Project*



**Projects (12)**

Add a Prepay Project

Add a Reorder Project

Enter a *Name* for the project, including the word reorder at the end of your name.

Enter a *Message*, this area allows you to provide information to your consumers.  
Select a Price List.

Select *Save*, this will take you to the Subjects screen.

A form with a light gray background. It contains the following fields: 'Name:' with a text input field; 'Message:' with a large text area; 'Price List:' with a dropdown menu showing 'Dance'; and a 'Save' button at the bottom.

Select *Add Subject*.

School successfully added.

« [Back to Projects](#)

## BlackHawk Baseball

To search for a subject click Ctrl + F to use your browsers search feature.

**Add Subject**

Subjects (0)

Password

First Name:	<input type="text"/>
Last Name:	<input type="text"/>
Password:	<input type="text"/>
teacher:	<input type="text"/>
period:	<input type="text"/>
grade:	<input type="text"/>
homeroom:	<input type="text"/>
coach:	<input type="text"/>
Hide Student	<input type="radio"/> Hide <input checked="" type="radio"/> Show
<b>Save</b>	

**First Name and Password** are required to be filled out.

Click *Save* to add multiple or single images.

There are 2 options available to upload subject image(s). You can add each subject individually or add bulk subjects.



## ADD EACH SUBJECT INDIVIDUALLY

This means that you are going provide an individual password for each subject. Each subject will have a password.

Select *Add Subject*.

Enter First Name and Password, as well as any other information you may want to enter. Select *Save*, this will bring up the *Edit Subject Information* screen.

If you have more than 1 individual image of the subject, you will select *Add Multiple Images*.

Edit Subject Info	
First Name:	<input type="text" value="Sam"/>
Last Name:	<input type="text" value="Smith"/>
Password:	<input type="text" value="hhh111"/>
teacher:	<input type="text"/>
period:	<input type="text"/>
grade:	<input type="text"/>
homeroom:	<input type="text"/>
coach:	<input type="text"/>
Hide Subject	<input type="radio"/> Hide <input checked="" type="radio"/> Show
<input type="button" value="Save"/> <input type="button" value="Add Multiple Images"/> <input type="button" value="Add Single Image"/>	

Select *Select Files* to browse for your images  
Select all images for this subject.

**1. Select Files...**

**3 file(s) selected**

**2. Start Upload**





Select *Start Upload* after you have selected all the individual images to upload, this will take you back to the *Edit Subject Information* screen.

If you have only 1 individual image of the subject, OR if you need to also upload a group image for the subject, you will select *Add Single Image*

**Add Image to subject: Sam Smith**

- \* Images must be at least 8x10 at 250 dpi.
- \* Green screen images must be knocked out.
- \* File format must be jpeg (png for green screen).
- \* Images must be rotated heads up.
- \* Images should be cropped for best appearance

Is Group Photo:  No  
 Yes

First Name:

Last Name:

Nickname:   
13 character limit.

Year:   
13 character limit.

Link Group Photo:

Choose a file:  No file chosen

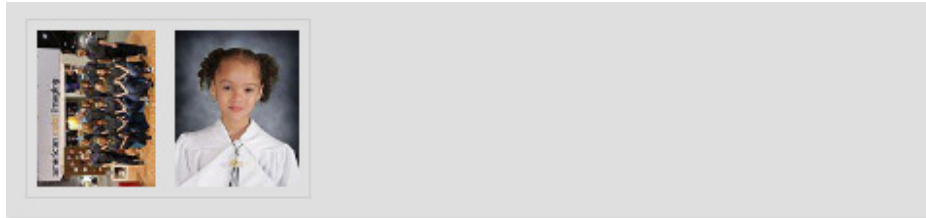
Select if the image you are uploading is a *Group Photo*.

If you are uploading an *individual image* you can select a group image that you've already uploaded to Link Group Photo to this new subject.

Select *Choose File* to browse out for your image.

Select *Upload*, this will upload the image and take you back to the *Edit Subject Information* Page.





Repeat for each subject you need to add.

## ADD BULK SUBJECTS

This means that you are creating a new subject for either a group of people, or all images under 1 subject name. For example, each team would be under one subject and the parents will need to go through each image to find their child.

Select *Add Subject*.

Enter a group heading in the *First Name* field for groups you could list the group name, like Tigers, if it's every subject listed as 1 group you could call the subject the Project name, like Elementary.

Enter a *Password* for the subject.

Select Save, this will bring up the *Edit Subject Information* screen.

Edit Subject Info	
First Name:	<input type="text" value="Elementary"/>
Last Name:	<input type="text"/>
Password:	<input type="text" value="Blackhawk"/>
teacher:	<input type="text"/>
period:	<input type="text"/>
grade:	<input type="text"/>
homeroom:	<input type="text"/>
coach:	<input type="text"/>
Hide Subject	<input type="radio"/> Hide <input checked="" type="radio"/> Show
<input type="button" value="Save"/> <input type="button" value="Add Multiple Images"/> <input type="button" value="Add Single Image"/>	



## Select *Add Multiple Images*.

- \* Images must be at least 8x10 at 250 dpi. (30 megabyte max file size.)
- \* Files not meeting the size requirement will be skipped.
- \* File format must be jpeg (png for green screen).
- \* Files with the same name as another file already in the school will be skipped.
- \* Green screen images must be knocked out.
- \* Images must be rotated heads up.
- \* Images should be cropped for best appearance
- \* **Batch added images will all be marked as individuals (not groups).** To add a group image to this student, go back and click the "Add Single Image" button.

### 1. Select Files...

Select *Select Files* to browse for your images.

Select all images you need to upload.

1. Select Files...

3 file(s) selected

2. Start Upload

Select *Start Upload* after you have selected all the individual images to upload, this will take you back to the *Edit Subject Information* screen.

If you also have a group image to upload you will need to select *Add Single Image*.

Select Yes next to *Is Group Photo*.

Select *Link all Individuals*.

Select Choose File to browse out for your image

Select Upload, this will upload the image and take you back to the *Edit Subject Information Page*

### Add Image to subject: Elementary

- \* Images must be at least 8x10 at 250 dpi.
- \* Green screen images must be knocked out.
- \* File format must be jpeg (png for green screen).
- \* Images must be rotated heads up.
- \* Images should be cropped for best appearance

Is Group Photo:  No  
 Yes

Link all individuals:

Choose a file:  No file chosen

Upload



---

---

# OSP: ACI Bulk Proofing upload

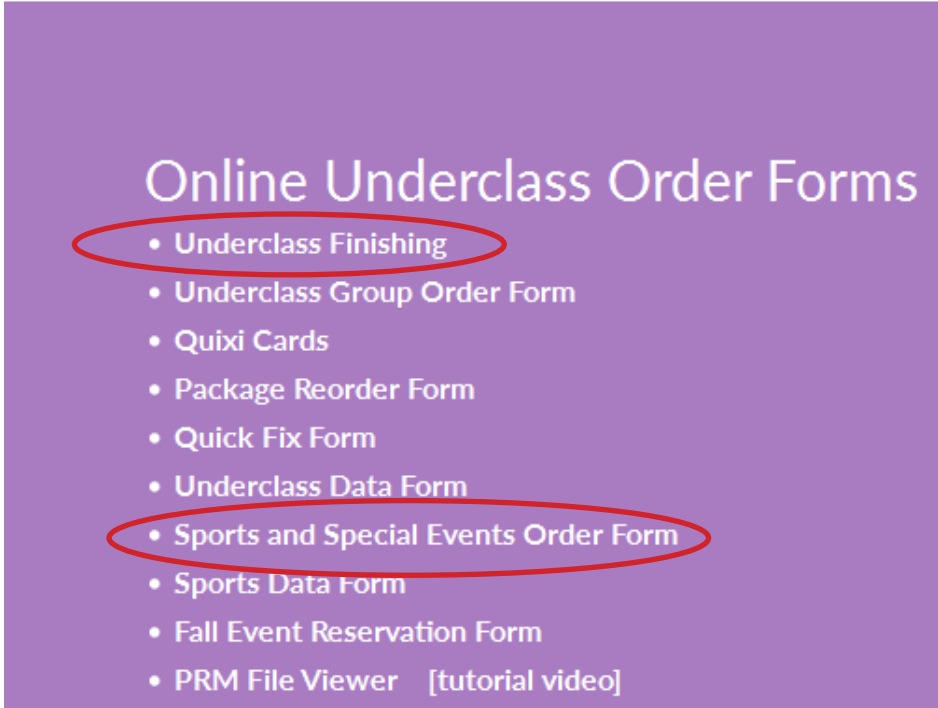
---

---

Bulk proofing upload is when you photograph subjects who have not purchased packages. You need to have the images uploaded to provide the parents a way to order their packages from the images available online.

If you use data to submit your orders to ACI, including .CSV files, Using Quixi, FLOW to ImageMatch, ImageMatch, PlicMatch, etc, you will need to fill out the Underclass Finishing Order Form or the Sports and Events Order form by going to [https://acilab.com/?page\\_id=782](https://acilab.com/?page_id=782) (Resources>Business Forms)

## Business Forms



Online Underclass Order Forms

- Underclass Finishing
- Underclass Group Order Form
- Quixi Cards
- Package Reorder Form
- Quick Fix Form
- Underclass Data Form
- Sports and Special Events Order Form
- Sports Data Form
- Fall Event Reservation Form
- PRM File Viewer [tutorial video]



Select the correct order form. Be sure to select to Upload to OSP and fill in your OSP options.

The screenshot shows a web form with two main sections: 'Sorting Priority' and 'Additional Services'.  
Under 'Sorting Priority', there are three dropdown menus: '1st: Shot Order', '2nd: --', and '3rd: --'.  
Under 'Additional Services', there is a list of checkboxes. The checkbox for 'Upload to OrderSchoolPix.com' is checked and circled in red. Below this checkbox is a blue text instruction: 'Must call Customer Service to set up your OrderSchoolPix.com URL & envelope'.  
A red-bordered box highlights the following fields:  
- 'OrderSchoolPix URL:' with an empty text input field.  
- Radio buttons for 'Reorder' and 'Bulk' (the 'Bulk' option is selected).  
- 'Bulk deadline date:' with an empty text input field.  
- 'Receive Passwords:' with a dropdown menu set to 'Print Password Slips' and a help icon.  
- 'Name of price list:' with an empty text input field.  
- Radio buttons for password creation: 'ACI creates password per subject name' (selected), 'ACI creates password per image', and 'Studio created password in Ticket Code data'.

If you are a FLOW to DP2 user this information is in the Lab Order Form when you submit your order to the lab.

ACI will post your Proofing order on OSP with the Bulk Deadline Dated, Price list, and if Green Screen with the Background Set you listed on your order form. ACI will provide you the passwords in the way you selected on your order form.

You provide your consumers with the passwords.

Consumers login with their Password to order before the Deadline Date.

On the Deadline Date, all orders placed are then sent to ACI for processing and the Project becomes a Reorder, pulling the reorder pricing you have listed in the same price list.



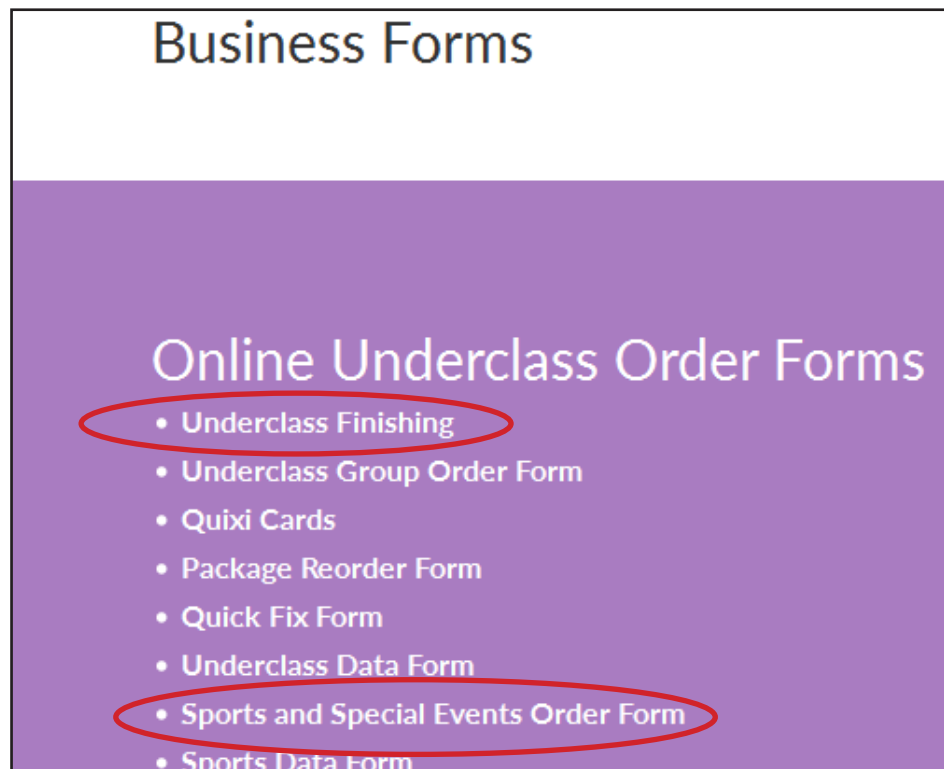


# OPS: ACI Reorder Upload

Reorder upload is when you photographed the kids and they've already purchased their packages. You've sent for the packages to be printed but you also need the images uploaded to provide a way for parents to order additional prints and products.

If you use data to submit your orders to ACI, including .CSV files, Using Quixi, FLOW to ImageMatch, ImageMatch, PlicMatch, etc, you will need to fill out the Underclass Finishing Order Form or the Sports and Events Order form by going to [https://acilab.com/?page\\_id=782](https://acilab.com/?page_id=782) (Resources>Business Forms)

Select the correct order form. Be sure to select to Upload to OSP and fill in your OSP options.



**Business Forms**

**Online Underclass Order Forms**

- Underclass Finishing
- Underclass Group Order Form
- Quixi Cards
- Package Reorder Form
- Quick Fix Form
- Underclass Data Form
- Sports and Special Events Order Form
- Sports Data Form



Be sure to select to Upload to OSP and fill in your OSP options.

**Sorting Priority**

1st: Shot Order ▾  
2nd: -- ▾  
3rd: -- ▾

**Additional Services**

- Studio Logo
- Die Cut Wallets ?
- Retouching
- Retouch Done at Studio
- Print All Poses
- Edit to Best
- Reorder Insert - Lab ?
- Roster Pages ?
- Studio Specific Envelope
- Print UC Packaging Envelope for all No Buys
- Backup CD
- Backup to FTP
- Return Green Screen .png files to studio
- Return Image Ready files to studio for ImageQuix Via FTP
- Upload to OrderSchoolPix.com ?

**Must call Customer Service to set up your OrderSchoolPix.com URL & envelope**

OrderSchoolPix URL:

Reorder  Bulk

Name of price list:

- ACI creates password per subject name
- ACI creates password per image
- Studio created password in Ticket Code data

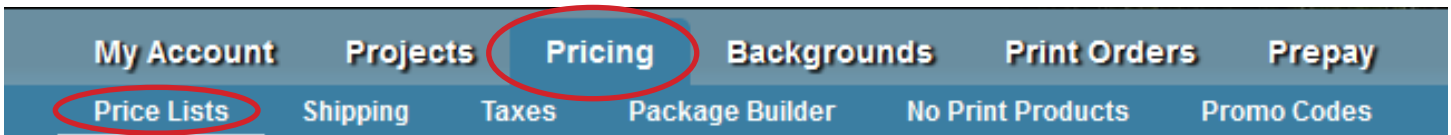
If you are a FLOW to DP2 user this information is in the Lab Order Form when you submit your order to the lab.

ACI will print your initial packages and upload to OSP for Reorders.



# OSP: Pricing

This page allows you to set-up price lists, edit shipping, taxes, create packages, create custom products, and promo codes.



## ADD A NEW PRICE LIST

This will allow you to *Add New Price List*, *Edit*, and *Delete* price lists. Any print, product, package, or image option that is left at \$0.00 will not be seen by the consumer, these items are items you are not offering.

If you need to offer an item you must have a dollar amount listed for an item in the appropriate column (Prepay/Proof or Re-Order). Review the promo codes area to see how to offer a package free of charge using a promo code.

### Price Lists [Add new price list](#)

Dance	Edit	Delete
High Schools	Edit	Delete
Elementary Schools	Edit	Delete
Sports - Baseball	Edit	Delete
Test Price List	Edit	Delete



Prints Products Packages Product Graphics Image Options Pricelist Options

Fill in prices for items to include in this price list. Items with a price of 0.00 will not show to consumer. Click "Save" for each tab.

**Prints**

Size	Prepay/Proof	Re-Order
8 Mini Wallets	0.00	0.00
16 Mini Wallets	10.00	10.00
4 Wallets	0.00	0.00
8 Wallets	10.00	10.00
2-3.5x5	0.00	0.00
4-3.5x5	0.00	10.00
2-4x5	0.00	0.00
4-4x5	10.00	10.00
3-4x6	0.00	0.00
5x7	0.00	0.00
2-5x7	10.00	10.00
8x10	10.00	10.00
8x10 Metallic	0.00	0.00
10x13	0.00	10.00
8 Holiday Wallets	0.00	0.00
8 Neon Wallets	0.00	0.00
1-5x7 + 4 Wallets	0.00	0.00
1-5x7 + 8 Mini Wallets	0.00	0.00
1-5x7 + 2-3x5's	0.00	10.00
2-5x7's Black & White	0.00	0.00
1-3x5 + 2 Wallets	0.00	0.00
8x10 Reflection Print -School Year	0.00	0.00
8x10 Grandparents Print	0.00	0.00
8x10 Memory Mate	0.00	10.00
8x10 Memory Mate H	0.00	0.00
10x13 Memory Mate	0.00	20.00
10x13 Memory Mate H	0.00	0.00
Group 5x7	0.00	0.00
Group 8x10	0.00	0.00
8x10 Rainbow Paisley Calendar	0.00	0.00
5x7 Christmas Card Gold	0.00	0.00
5x7 Holiday Card Gold	0.00	0.00
5x7 Christmas Card Blue	0.00	0.00
8x10 Calendar Blue Jan-Dec	0.00	0.00

Prepay/Proofing column is the initial cost that you typically would charge them on a flyer/envelope. Re-Order is the 2nd chance order pricing, which is typically higher than your initial pricing.

If you use a price list for a project for Proofing, you must also list a Re-Order price for your consumers to access when the project switches to a Re-Order.



Name the Price List as you wish. Common name are Dance, Baseball, High School, ect.  
Select *Prints* to add A la Carte or Add-On prints.

## Price Lists

Name

Prints  Products  Packages

Add a *price* beside each print product you want to offer. After you add a price next to all of the prints you would like to offer, click *Save* beside the Price List name.

8 Mini Wallets	0.00	0.00
16 Mini Wallets	10.00	12.00

Select *Products* to add Add-On products or No Print Products. Add a price beside each *Product* you want to offer. After you add a price next to all of the prints you would like to offer, click *Save* beside the Price List name.

## Price Lists

Name

Prints  Products  Packages

Select *Packages*.

Add a *price* beside each package you want to offer. *Packages* will appear in Alpha/Numeric order by the Package Description you provided it in the Package Builder section. View your package contents by clicking *View Items* under the package name, to hide them again select

## Price Lists

Name

Prints  Products  Packages





Select Save beside the Price List Name.

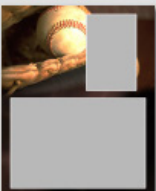
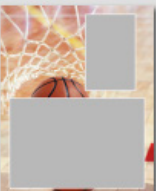

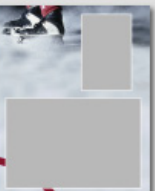



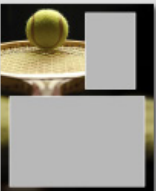
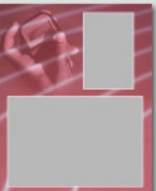
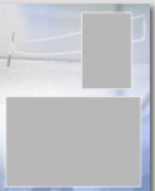
Select *Product Graphics* to add graphics to certain product like Memory Mates.

<b>Package A ( Baseball )</b>	35.00	40.00
<b>Hide Items</b>		
<b>Prints</b>	<b>Quantity</b>	
8x10	2	
2-5x7	1	
8 Wallets	1	
2-3.5x5	1	
<b>Products</b>	<b>Quantity</b>	
CD	1	
<b>Package B ( Dance )</b>	15.00	20.00
<b>View Items</b>		

To Upload your own Custom Graphic be sure to download the PSD by clicking *this*. Be sure to save your template as a PNG.

**Memory Mate Options**  
Click to select the graphic for memory mates.

**8x10 Memory Mate with Vertical Individual Photo Graphic:**

 Baseball	 Basketball	 Dance	 Hockey	 Soccer	 Softball
 Swimming	 Tennis	 Track	 Volleyball	<b>Upload Custom Graphic</b> Use <u>this</u> template to create a custom graphic for this price list. <b>Upload Image</b>	



Select Upload Image to browse out for your PNG template. The Upload Image window will provide you with specifics for the product chosen.

### 8x10 Memory Mate Custom Graphic:

No file chosen

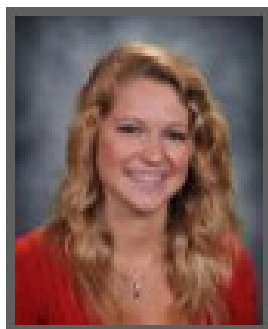
Graphic image must be 8x10 at 250 dpi and must be a .PNG file.

Select Save beside the Price List Name. Select *Image Option* to add options that need to be applied per image when ordered. Add a price beside each *Image Option* you want to offer.

Basic Retouching	0.00	0.00
Heavy Retouching	0.00	0.00

Select Save beside the Price List Name. Select *Pricelist Options* to apply options to the price list. Select the *Pricelist Options* you want to be applied to the price list.

For *PrePay Options* select *Upload Image* to browse out for an image you want to provide as the default image shown on each item you are offering in your Price List. Otherwise the default image is a senior girl



For *PrePay Options* select *Upload Group Image* if you offer a print product that a group belongs in, such as Memory Mates, or Group Prints. Do this if you want to provide a different default image than the classroom group image that is the current default.



### Edit

Allows you to adjust a Price List you have already saved.

### Delete

Allows you to permanently remove a current price list. Before doing so, be sure current Projects are not using the price list you wish to delete.

## Price Lists

[Add new price list](#)

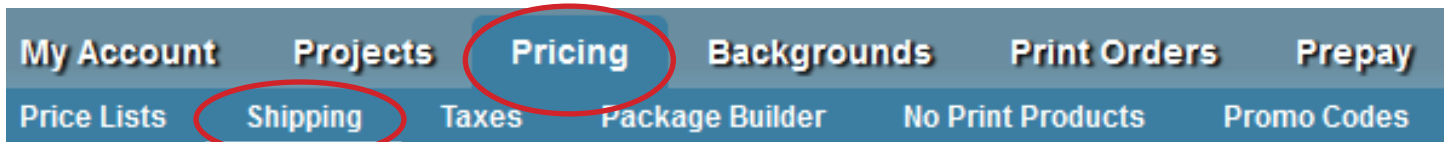
Dance	Edit	Delete
High Schools	Edit	Delete
Elementary Schools	Edit	Delete
Sports - Baseball	Edit	Delete



# OSP: Pricing Shipping and Taxes

## SHIPPING

This section allows you to apply a shipping charge for reorders only. Proofing orders currently only ship to the studio. ACI charges a flat rate of \$6.50 to drop ship the order to your consumer. This ships via USPS only.



## TO ADJUST SHIPPING COST

Edit the price shown beside *Shipping Cost*. If you wish to charge shipping on all reorders (HIGHLY RECOMMENDED), select *Yes, Charge Shipping*.

If you do NOT wish to charge shipping on all reorders, select *No, Don't Charge Shipping*. Select *Save* to apply new changes.

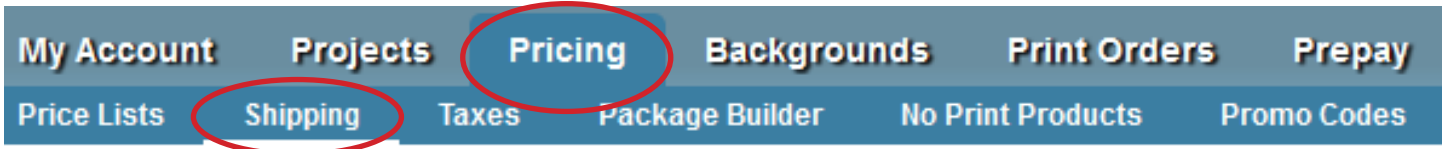
## Shipping

Shipping Cost:	<input type="text" value="\$8.50"/> \$6.50 aci flat rate cost.
Shipping	<input checked="" type="radio"/> Yes, Charge Shipping <input type="radio"/> No, Don't Charge Shipping
<input type="button" value="Save"/>	



## TAX

This section allows you to apply tax to ALL orders. The *Tax Percent* defaults to 0.00. You also have the option when you edit a project to apply a tax override to choose not to charge tax or to charge another percentage.



### TO ADJUST TAX PERCENT

Edit the price shown beside *Tax Percent*. If you wish to charge tax on all orders, select Yes, *Charge Taxes*.

If you wish to NOT charge tax on all orders, select *No, Don't Charge Taxes*  
Select *Save* to apply new changes.

## Tax

Tax Percent:	<input type="text" value="7"/>
Charge Tax	<input type="radio"/> Yes, Charge Taxes <input checked="" type="radio"/> No, Don't Charge Taxes
<input type="button" value="Save"/>	



# OSP: Pricing-Package Builder

This section allows you to create, edit, and delete packages. You are not providing a price here, you are designing the package. To add a price you will do so in the Price List. No Print Products can be added to a package.

## ADD A STANDARD PACKAGE

This option allows you to add a package that is pre-designed by the studio. Items can not be changed by the customer.



Add a *Package Name*, your customers will view this name. Add a *Description*, only you see this name, it's meant for sorting packages.

If you have a Package A for Sports, Package A for Schools, and package A for Dances, you can know which package A belongs to which category because of this description.

Package Name: (this will display to the consumer.)

Save

Description: (Used for sorting. Will not display to the consumer.)

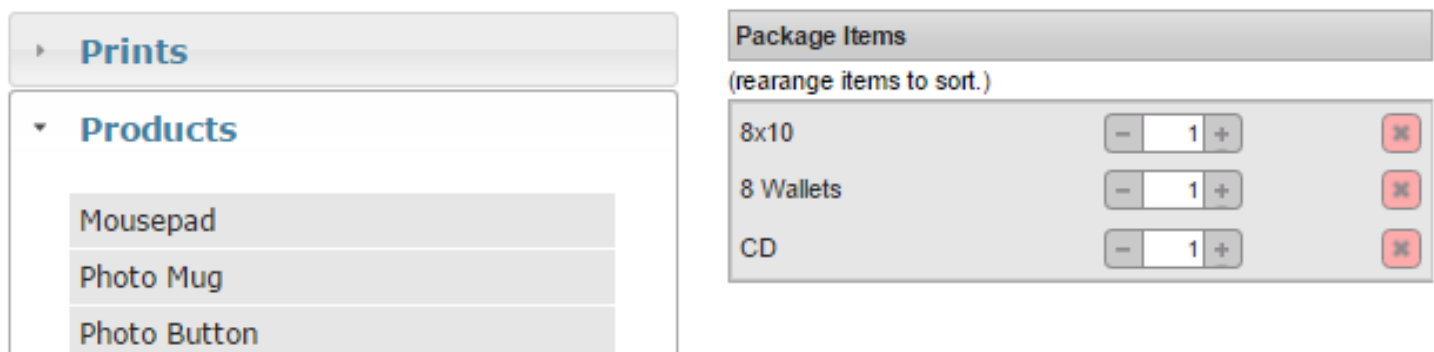





Scroll through the *Prints* to find a print you are offering in this package. Drag the selected print to the left under *Package Items*. Adjust the quantity of an item by either selecting the *Plus* or *Minus* symbol beside the item under *Package Items* or by dragging the item from the *Prints* to the *Package Items* again.



Scroll to the bottom of the *Prints* to locate the *Products*. Drag the selected product to the left under the *Package Items*. Adjust the quantity of an item by either selecting the *Plus* or *Minus* symbol beside the item under *Package Items* or by dragging the item from the *Prints* to the *Package Items* again



Select *Save* beside the *Package Name* to save the completed Package.

Package Name: (this will display to the consumer.)  
 

Description: (Used for sorting. Will not display to the consumer.)



## CREATE YOUR OWN PACKAGE

This option allows you to select how many prints your consumers may select, and which prints they can select from, essentially the consumer is designing their own package from a preset amount of prints, and preset print sizes.



Add a *Package Name*, your customers will view this name. Add a *Description*, only you see this name, it's meant for sorting packages. If you have a Package A for Sports, another Package A for Schools, and another Package A for Dances, you can know which package A belongs to which category because of this description. Add *Number of Items*, this is how many total prints your consumer can select from the *Selectable Package items*.

1. Enter a name for this package and optional description.
2. Select the number of items that customers can have in the package.
3. Drag prints you want to be available to the pkg container on the right.
4. Click "Save" when done.
5. Go to your price list and set a price for the package.

Package Name: (this will display to the consumer.)

Description: (Used for sorting. Will **not** display to the consumer.)

Number of Items :



Scroll through the *Prints* and drag the selected print to the left under *Selectable Package Items*. Continue to add *Prints* until you've selected all the prints that you want to allow your consumers to choose from.

The interface is divided into two main sections. On the left, under the heading "Prints", there is a list of items: "8 Mini Wallets", "16 Mini Wallets", "4 Wallets", and "8 Wallets". On the right, under the heading "Selectable Package Items", there is a list of items: "8x10", "2-5x7", "4-3.5x5", and "8 Wallets". Each item in the right list has a red "X" button next to it, indicating it can be removed. The right list also includes the text "(rearrange items to sort.)".

Select Save beside Package Name to save the Create Your Own Package.

1. Enter a name for this package and optional description.
2. Select the number of items that customers can have in the package.
3. Drag prints you want to be available to the pkg container on the right.
4. Click "Save" when done.
5. Go to your price list and set a price for the package.

Package Name: (this will display to the consumer.)

BYOP 3 Items

Save

Description: (Used for sorting. Will **not** display to the consumer.)

Sports

Number of Items : 3 ▼

### Edit

Allows you to adjust a Package you have already saved.

### Delete

Allows you to permanently remove the Package.

### Packages

Add a standard package

Add a "Create Your Own" package

Custom Package A	Edit	Delete
Custom Package B	Edit	Delete
Package A ( Baseball )	Edit	Delete



## NO PRINT PRODUCTS

This section is where you can create a product that is currently not offered on OSP. When ordered, it provides you an email notification to let you know that you need to look at the invoice and order this item **separately**. For the consumer it does provide them a message to let them know this type of product may **not** ship with the rest of the order.

### No Print Products

[Add a No Print Product](#)

\* Apply no print products to price lists by editing a price list then selecting the products tab and find "No Print Products". There you can set the pricing.

FB - Fleece Blanket	Edit	Delete
---------------------	------	--------


**Enter info for a "No Print" Product.**  
**Click "Save" when done.**

\* Product Id:   
Required. Used for sorting. Will not display to the consumer.

\* Name:   
Required. This will display to the consumer.

Description:   
Optional. This will display to the consumer.

\* Product Graphic:  No file chosen  
\* Images must be at least 300 pixels (longest side).  
\* File format must be jpeg or png.



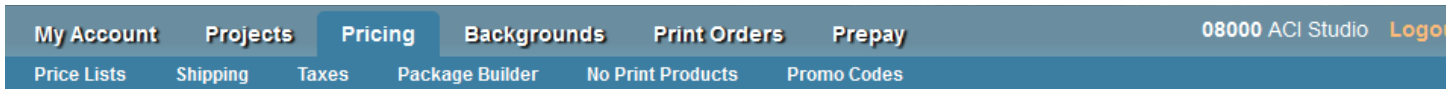
Limitations:

- No groups
- No horizontal groups
- No vertical groups
- No individuals
- No horizontal individuals
- No vertical individuals



## TO ADD A NO PRINT PROJECT

Select *Add a No Print Product*.



### No Print Products [Add a No Print Product](#)

\* Apply no print products to price lists by editing a price list then selecting the products tab and find "No Print Products". There you can set the pricing.

Add a *Product Id*, this will not display to the consumer, this is a short code that is for sorting the product.

Add a *Name* for the product, this will display to the consumer to let them know what the product is called.

Add a *Description* for the product, this will display to the consumer to explain what the product is.

Add a *Product Graphic*, this is an image of the product to provide your consumers a visual representation of the product you want to offer.

Be sure to read the requirements for the image you want to upload. Select *Choose File* beside Product Graphic to browse for your image.

Select any *Limitations* that may need to be applied to the product. For example if the product is only for vertical orientation, you will want to select the check boxes that do not apply to the vertical orientation. Select *Save* to create this product. Pricing must be added to this product in the *Price List* under Products.

**Enter info for a "No Print" Product.**  
**Click "Save" when done.**

\* Product Id:   
Required. Used for sorting. Will not display to the consumer.

\* Name:   
Required. This will display to the consumer.

Description:   
Optional. This will display to the consumer.

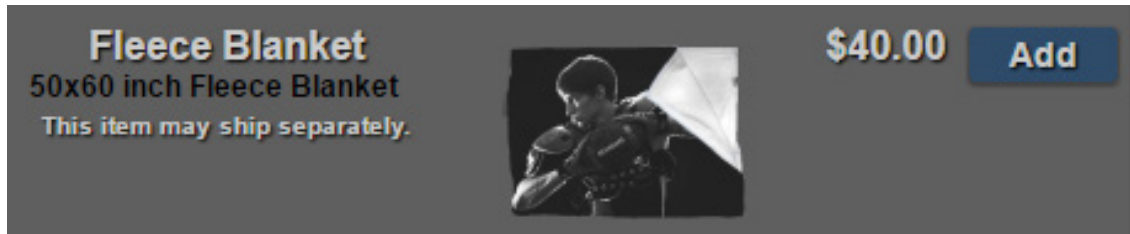
\* Product Graphic:  No file chosen  
\* Images must be at least 300 pixels (longest side).  
\* File format must be jpeg or png.

Limitations:

- No groups
- No horizontal groups
- No vertical groups
- No individuals
- No horizontal individuals
- No vertical individuals



Consumer Display Example is shown below.



### Edit

Allows you to adjust a No Print Product you have already saved.

### Delete

Allows you to permanently remove the No Print Product.

## No Print Products

[Add a No Print Product](#)

\* Apply no print products to price lists by editing a price list then selecting the products tab and find "No Print Products". There you can set the pricing

FB - Fleece Blanket

Edit

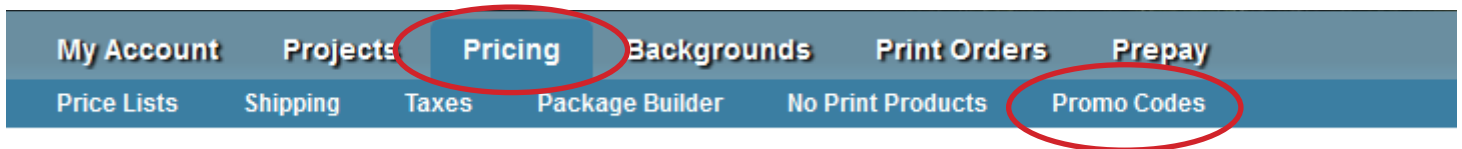
Delete





# OSP: Pricing-Promo Codes

This section allows you to create promo codes you are offering to your consumers.



## TO ADD A PROMO CODE

Select add *promo code*.

## Promo Codes

Add a Promo Code

- \* Apply promo codes to projects by going to projects then select edit and find promo codes on the settings page.
- \* You can apply multiple promo codes to a project but customers may only apply one per order.
- \* Promo codes get applied to the sub-total of an order (before taxes and shipping).
- \* Promo codes are not case sensitive.

Add a *Code*, this is not case sensitive and should NOT contain special characters or spaces. It must be **short and easy** for your customers to enter without mistakes.

Select the *Type* of promo code you want to offer. Percent means that you are giving them a percentage off the order. Fixed means that you are giving them a specified dollar amount off the order.

Enter the *Value* of the promo code. If you selected Percent you will type in the percent number, not a decimal. If you selected Fixed you will type in the dollar amount.

A form titled "Enter info for a Promo Code. Click 'Save' when done." It contains three input fields: "Code:" with a text box and a note below it stating "Not case sensitive. This should not contain special characters or spaces and be short and easy for your customer to enter without mistakes. (ex 15off, freeprint etc...)", "Type" with two radio button options: "Percent (Percentage off)" and "Fixed (Dollars off)", and "value:" with a text box and a "%" symbol to its right. A blue "Save" button is at the bottom.

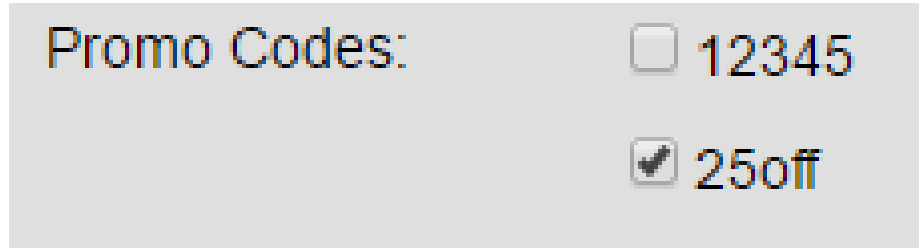
Select Save to create the promo.



## TO APPLY A PROMO CODE TO A PROJECT

Go to *Projects*.

Select *Edit* beside the project you need to apply *Promo Codes* to. In the *Edit Project Information* screen, scroll down to *Promo Codes*. Select each *Promo Code* you want to allow access to in this *Project*.

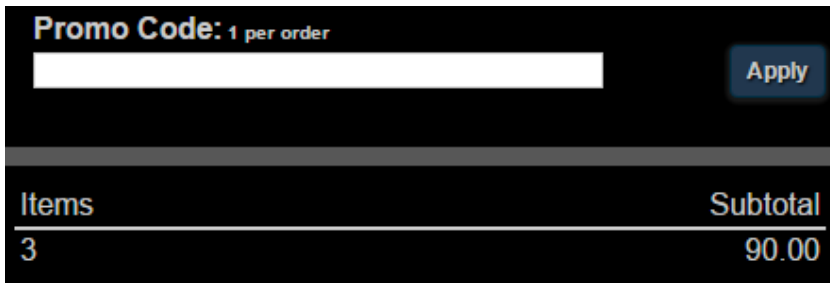


Promo Codes:	<input type="checkbox"/> 12345
	<input checked="" type="checkbox"/> 25off

Select *Save* once you're done choosing which promo code you would like applied to the project.

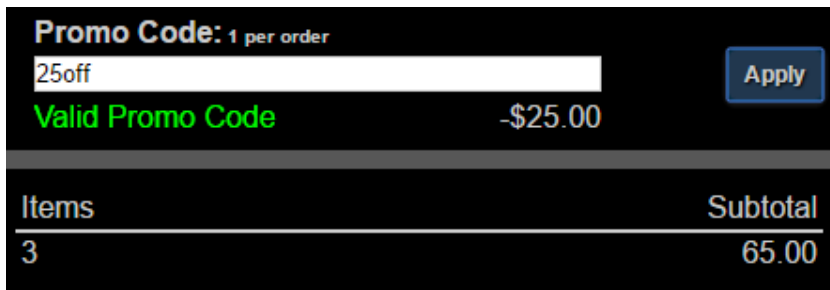
Consumers will see an area in the checkout for Promo Code. If they have a promo code you have provided to them, they may use it here and see it being applied to the order.

Before and After Promo Code Example:



Promo Code: 1 per order	
<input type="text"/>	Apply
<hr/>	
Items	Subtotal
3	90.00

Before promo has been added.



Promo Code: 1 per order	
25off	Apply
Valid Promo Code	-\$25.00
<hr/>	
Items	Subtotal
3	65.00

After promo code has been added.



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# OSP: Backgrounds

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This page allows you to set-up background sets, and upload your backgrounds. You will be able to access all ACI backgrounds offered already.

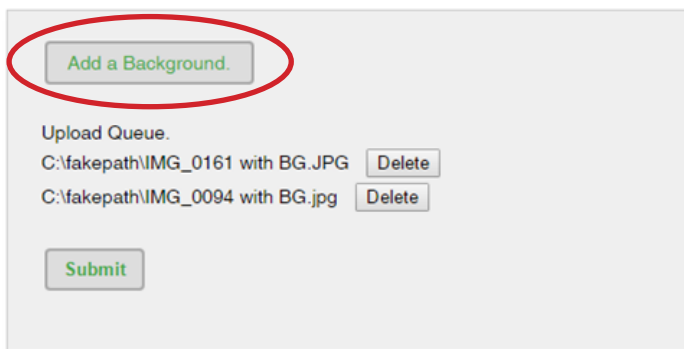
## MY BACKGROUNDS

This page will allow you to upload background jpgs you are offering for your green screen projects. Keep in mind, all ACI backgrounds are already available under background sets, you are only uploading other backgrounds.

If you are offering backgrounds on your Prepay orders, you must have all your backgrounds on file with ACI ahead of time. We need to rename the images background and put them in the server locations required to fulfill the print portion of your orders.

Be sure to follow the directions, if you try to upload a jpg that is not consistent with the instructions the site will let you know at the top of the page what images couldn't be uploaded and why. This will provide you the opportunity to edit those files to meet the requirements to upload.

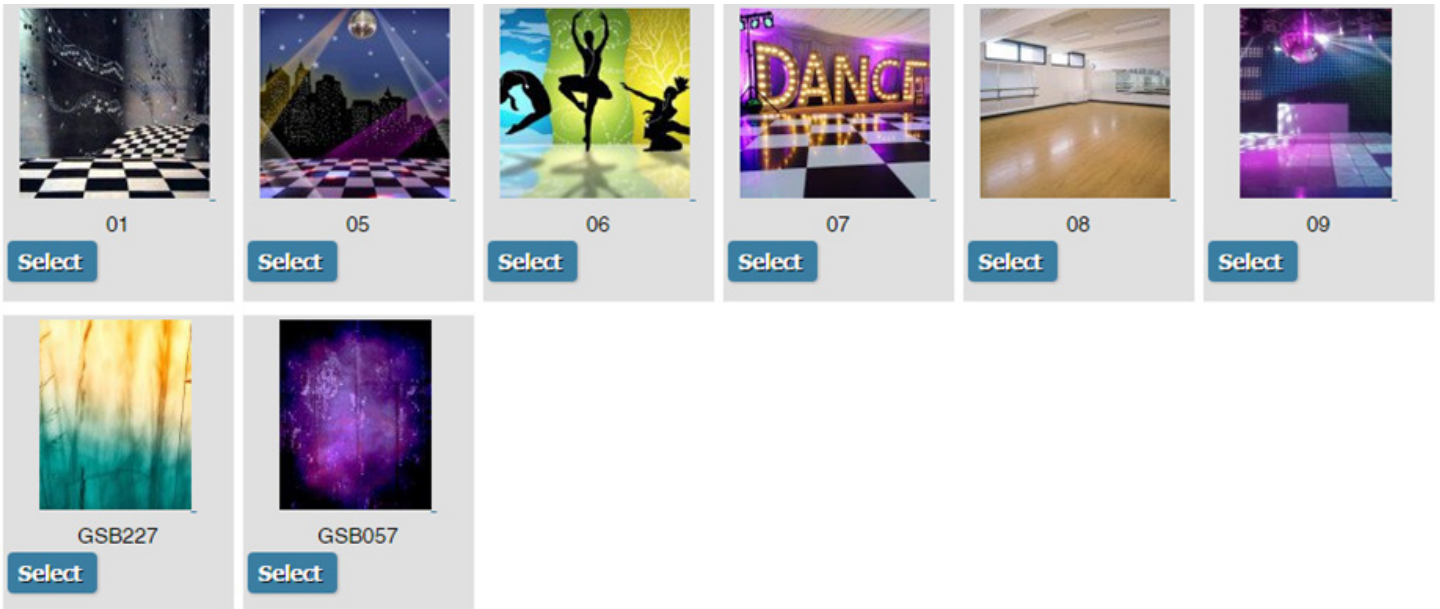
Add custom backgrounds for use in background sets.  
You must own the rights to the background file.  
All backgrounds must be in jpg format and not exceed 10 megabytes. (file size)  
Backgrounds must be at least 8x10 at 250 dpi  
Filenames should be less than 12 characters.  
10 files may be uploaded at a time.



The screenshot shows a web interface for uploading backgrounds. At the top, there is a button labeled "Add a Background." which is circled in red. Below this is an "Upload Queue" section containing two entries: "C:\fakepath\IMG\_0161 with BG.JPG" and "C:\fakepath\IMG\_0094 with BG.jpg". Each entry has a "Delete" button next to it. At the bottom of the queue is a "Submit" button.

This uploader will allow you to browse out for 1 jpg at a time, it will put them in the upload Queue, and when you are ready to upload the images to put on file, select Submit. Once you submit, it will upload the images and show you the images you have uploaded as backgrounds.





## BACKGROUND SETS

This page will allow you to add a new background set, edit, or delete background sets.

Add a New Background Set – This section will allow you to browse through all of the *My Backgrounds* you have uploaded as well as all of the ACI backgrounds offered. You will select backgrounds you want to apply to a certain project or certain types of projects. If you charge for certain backgrounds on Prepay or Proofing orders, you may list a price next to the select option to apply a charge for backgrounds on those types of orders. Reorder projects do not charge for any backgrounds.

### New Background Set

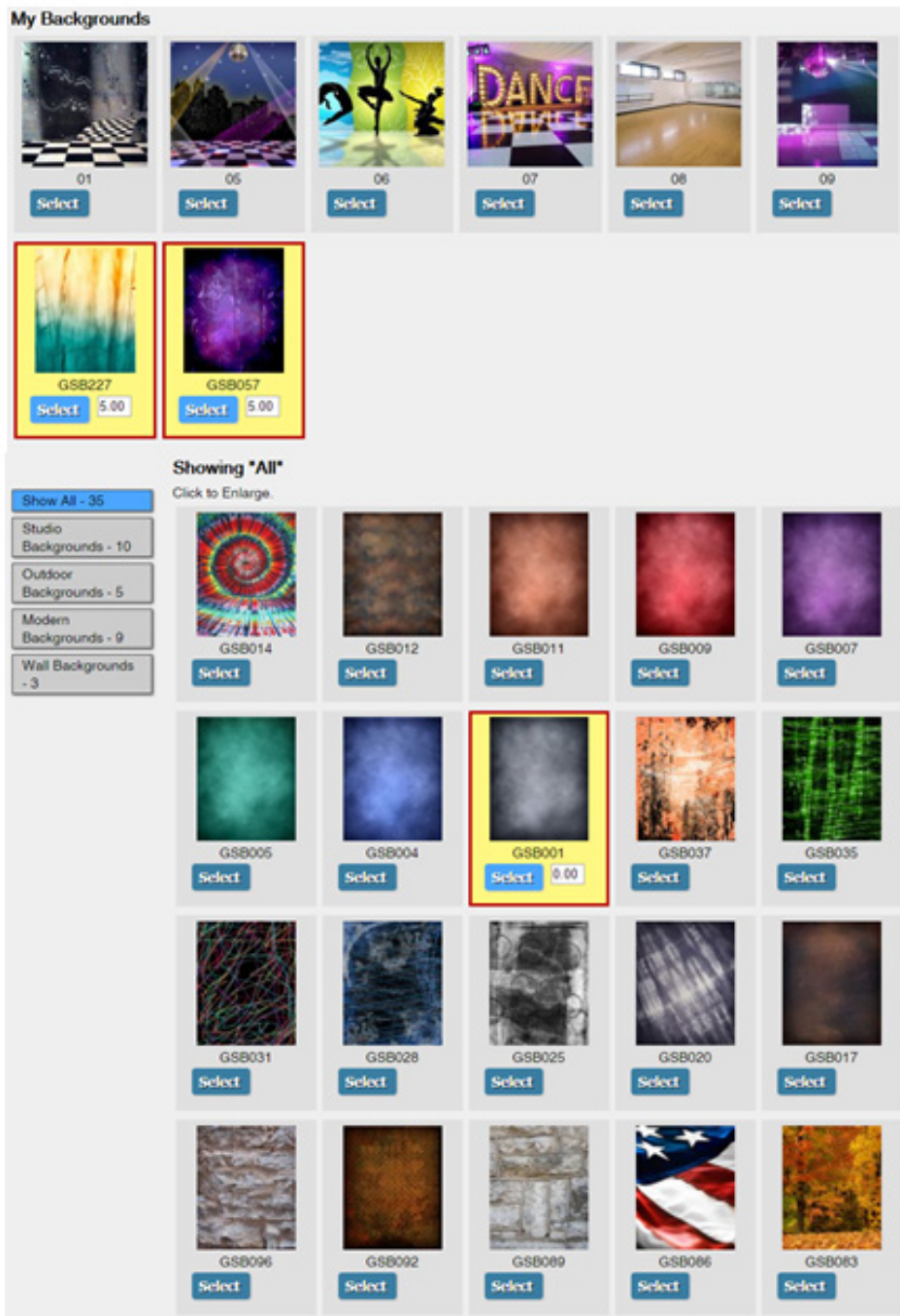
Name

**Save Background Set**

### Select Backgrounds

You can also set a background upgrade price that will be applied to PrePay and Proof Sale orders. (Upgrade prices are not used on Re-Orders)



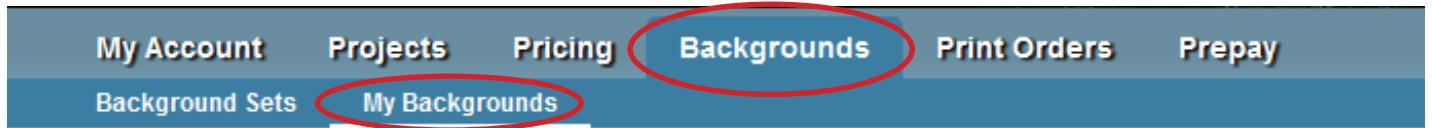


Be sure to **Name and Save** your background set once you have finished selecting backgrounds.



## ADD A BACKGROUND

Select *Backgrounds*.  
Select *My Backgrounds*.



Select the button to *Add a Background*, this will bring up a browser window where you need to locate the background image(s) to upload. You can select 1 image at a time to add to the queue. Be sure your images meet the requirements listed under *My Backgrounds*.

## My Backgrounds

Add custom backgrounds for use in background sets.

You must own the rights to the background file.

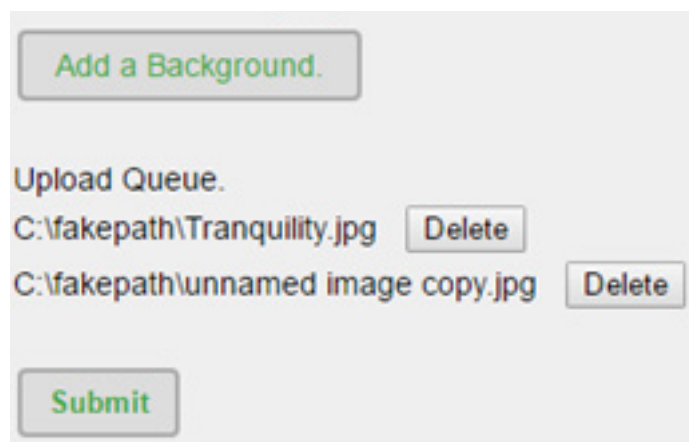
All backgrounds must be in jpg format and not exceed 10 megabytes. (file size)

Backgrounds must be at least 8x10 at 250 dpi

Filenames should be less than 12 characters.

10 files may be uploaded at a time.

After browsing for your background Jpgs select *Submit*



At the top of the screen it will inform you if the background(s) could be added, or if there was an error, letting you know why it could not be uploaded.

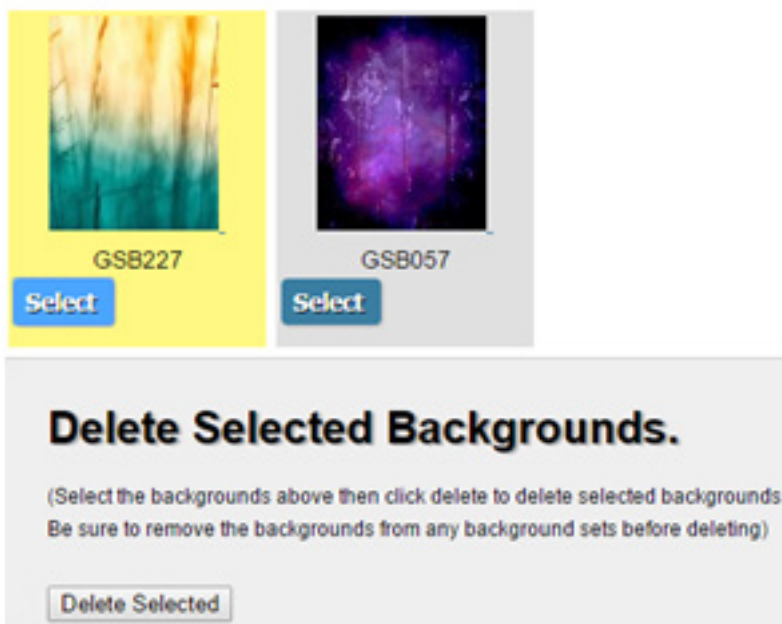
Background Tranquility.jpg was added.

unnamed image copy.jpg The file you are attempting to upload is larger than the permitted size.





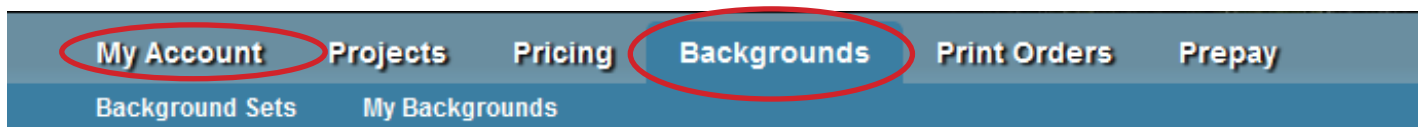
To *Delete* a background you've added, click on the button *Select* under the background(s) you desire to remove, then select *Delete Selected*.

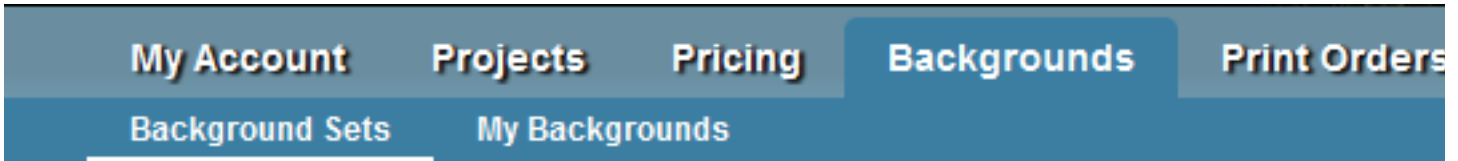


Once you have successfully added your backgrounds to OSP, you will need to create *Background Sets* to assign certain backgrounds to your projects.

### ADD BACKGROUND SETS

Select *Backgrounds*.  
Select *Background Sets*.





# Background Sets

[Add a New Background Set](#)

You will see backgrounds you've uploaded near the top under the heading, *My Backgrounds*, below those you will see all the backgrounds that ACI offers. You can use any backgrounds that you desire, however if you're using Prepay in OSP, ACI must have on file all the backgrounds you are offering. If you choose to use any ACI backgrounds, ACI will need to know which of those you are choosing to offer for the year.

### New Background Set

Name  [Save Background Set](#)

### Select Backgrounds

You can also set a background upgrade price that will be applied to PrePay and Proof Sale orders. (Upgrade prices are not used on Re-Orders)

**My Backgrounds**

 01 <a href="#">Select</a>	 05 <a href="#">Select</a>	 06 <a href="#">Select</a>	 07 <a href="#">Select</a>	 08 <a href="#">Select</a>	 09 <a href="#">Select</a>
 GSB227 <a href="#">Select</a>	 GSB057 <a href="#">Select</a>	 OP <a href="#">Select</a>	 OG <a href="#">Select</a>		

**Showing "All"**  
Click to Enlarge.

 GSB014 <a href="#">Select</a>	 GSB012 <a href="#">Select</a>	 GSB011 <a href="#">Select</a>	 GSB009 <a href="#">Select</a>	 GSB007 <a href="#">Select</a>



Create a *Name* for your background set

## New Background Set

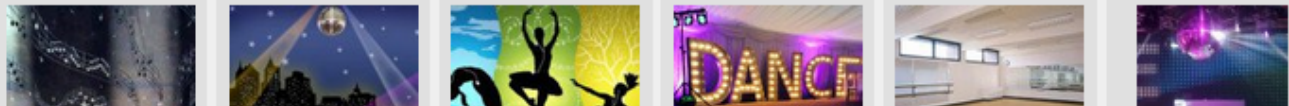
Name

Save Background Set

### Select Backgrounds

You can also set a background upgrade price that will be applied to PrePay and Proof Sale orders. (Upgrade prices are not used on Re-Orders)

#### My Backgrounds



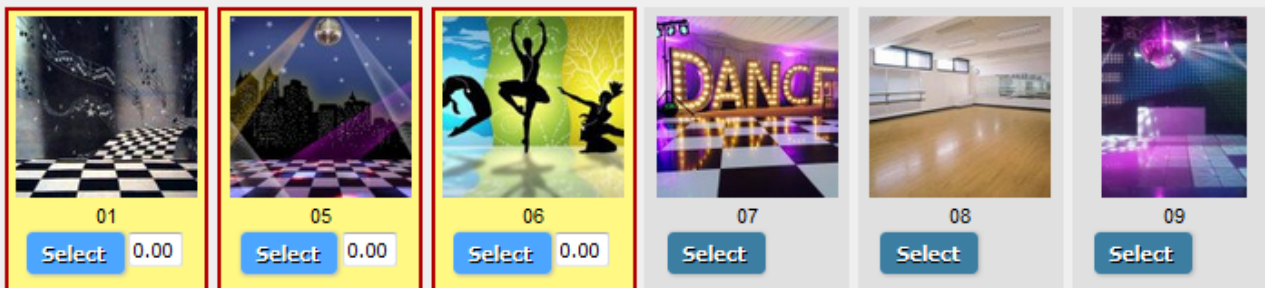
Under each background you want to offer in this set you must click on the *Select* Button to highlight it as a background you want to use.

Once you've selected a background, to the right of the *Select* button will be a dollar amount, where you can choose to charge a price for this background on Prepay and Proofing orders (all Reorders will offer the backgrounds selected at no additional cost). If you choose to leave the dollar amount as 0.00 this results in that background being a FREE background.

### Select Backgrounds

You can also set a background upgrade price that will be applied to PrePay and Proof Sale orders. (Upgrade prices are not used on Re-Orders)

#### My Backgrounds



Once you have selected all the backgrounds you want to offer for this background set, you must click on the button at the top to the right of the *background set Name*, *Save Background Set*, this will provide a message to let you know they've been added and a listing of the backgrounds.



Background set added.

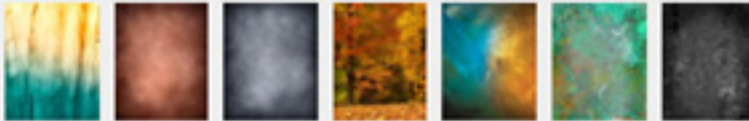
## Editing Background Set "Fall Backgrounds"

Name

Fall Backgrounds

Save Background Set

There are 7 backgrounds currently in "Fall Backgrounds"



Drag to sort. Backgrounds will appear in this order on the ordering page.

In the listing of backgrounds your customers will view the 1st background with their child's image, and see the rest of the backgrounds in the order you designate here. Rearrange the backgrounds into the order you want your customers to view them. For example, if you need the default background to show 1st, move it to the 1st place.

There are 7 backgrounds currently in "Fall Backgrounds"



Drag to sort. Backgrounds will appear in this order on the ordering page.

Select *Save Background Set* to save any changes you may have made. This background set can now be applied to a project.



# OSP: Print Orders

This page allows you to view a combination of all proofing, reorders, and the sales tax collected.

## VIEW PRINT ORDERS

This section allows you to view a combined total of all proofing and reorders. This is organized by order date, if you need to view orders placed by project name, you will need to go to Projects and select orders for that project. You can select an invoice to view details of order. To look for a particular invoice number use FIND (PC users: CTRL + F; MAC users: CMD + F).



## Print Orders

### Print Orders

Invoice	Order Date	Student	School	Customer	Sent to lab	Payment Status	Amount
8931	07-29-2016	Maiya Dietz	Greenfield Elementary Proof	sdf ETDNH	No 1	Completed 07/29/2016	\$21.00
8781	06-28-2016	Maiya Dietz	Greenfield Elementary Proof	sara s	No 1	Completed 06/28/2016	\$57.00

## INVOICE

This section will allow you to view the details for the order placed by selecting the invoice number. You can view crop information (if the consumer cropped the image), package and background information, billing and shipping details, for proof orders (before the deadline date) you have an option to cancel the order, and if they ordered a file download, it allows you to resend the file download.



[Cancel Order](#)



**Billing Information**

Sara Harrington  
715 East 18th Street  
  
Cedar Falls, IA 50613  
sara.harrington@acilab.com  
319-277-3655

**Shipping Information**

Sara Harrington  
715 East 18th Street  
  
Cedar Falls, IA 50613

Invoice #	8655
Date	6/14/16 6:53 pm
Student	Maiya Dietz
School	Greenfield Elementary Proof

File	Item / Package	Options	Unit Cost	Quantity	Price
 001_be74756a32faa92917522a9	<b>Build Your Own Package with 3 Items</b> Print 1 : 8x10 Print 2 : 4-3.5X5 Print 3 : 8 Wallets	Bkgnd: GSB453	\$35.00	1	\$35.00
 001_be74756a32faa92917522a9	<b>File Download</b>	Bkgnd: GSB453	\$20.00	1	\$20.00
Background Upgrades (1)					\$5.00
Subtotal					\$60.00
Shipping					\$0.00
Tax					\$0.00
Total					\$60.00

[Resend File Download](#)

### SALES TAX COLLECTED

This section allows you to view the total tax collected, if you charge sales tax under Pricing, Taxes, or if under a project you edited to apply a tax override on that project. This area keeps tabs on the total amount of tax collected throughout each quarter of the year.

<a href="#">My Account</a>	<a href="#">Projects</a>	<a href="#">Pricing</a>	<a href="#">Backgrounds</a>	<a href="#">Print Orders</a>	<a href="#">Prepay</a>
<a href="#">View Print Orders</a>	<a href="#">Sales Tax Collected</a>				

### Total Tax Collected

Only orders with a "Completed" payment status are calculated.

(You can change the payment status of an order at the bottom of the invoice page.)





## Total Tax Collected

Only orders with a "Completed" payment status are calculated.

(You can change the payment status of an order at the bottom of the invoice page.)

### 2016

Quarter	Taxes collected	Bi-Anual	Year Total
1st	91.00		
2nd	78.00	169.00	
3rd	52.00		
4th	0.00	52.00	221.00

### 2015

Quarter	Taxes collected	Bi-Anual	Year Total
1st	0.00		
2nd	26.00	26.00	
3rd	65.00		
4th	0.00	65.00	91.00

### 2014

Quarter	Taxes collected	Bi-Anual	Year Total
1st	0.00		
2nd	0.00	0.00	
3rd	0.00		
4th	0.00	0.00	0.00

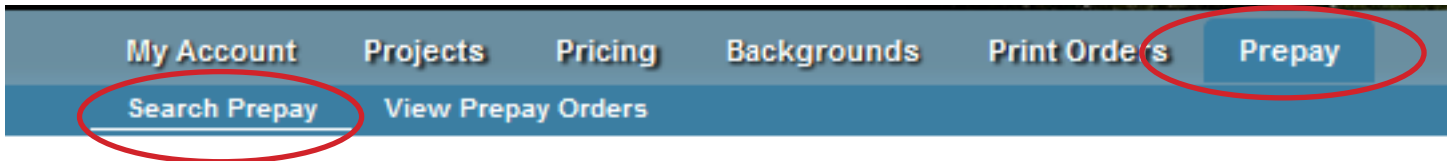


# OSP: Prepay Orders

This page allows you to search prepay codes subjects provided with their orders and to view a combination of all prepay orders.

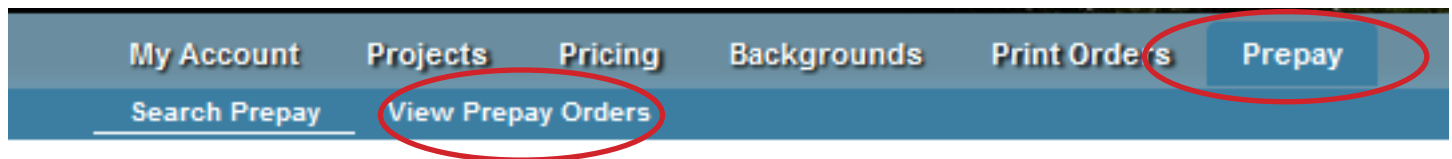
## SEARCH PREPAY

This option allows you to enter a code that a subject has provided as their confirmation code for their order. If it is a valid code, you will be able to see the details for the order.



## VIEW PREPAY ORDERS

This section allows you to view a combined total of all prepay orders. This is organized by order date, if you need to view orders placed by project name, you will need to go to Projects and select prepays for that project. You can select an invoice to view details of order. To look for a particular invoice number use FIND (PC users: CTRL + F; MAC users: CMD + F).



## Prepay Orders

Invoice	Ordered Date	Student	School	Customer	Code	Payment Status	Amount
8935	08-02-2016	sara skk	Greenfield Prepay	s s	ACU4WU	Completed 08/02/2016	\$35.00
8930	07-29-2016	Maggie FencI	Greenfield Prepay	erh wrhg	VUQ4V3	Completed 07/29/2016	\$95.00
8926	07-28-2016	dasasd dasdas	Greenfield Prepay	fdgd fdfsfdf	TUKZ2K	Completed 07/28/2016	\$35.00
8915	07-25-2016	Sam Smith	Greenfield Prepay	s s	98D7Q9	Completed 07/25/2016	\$40.00

### INVOICE

This section will allow you to view the details for the order placed by selecting the invoice number. You can view subject information, confirmation code, amount paid, items purchased, payment status and billing information.

Invoice #	1528
PrePay Date	2015-07-29 10:31:13.463
Student's Name	Lauren Chambers
Grade/Team	11
Student ID	0
School	Greenfield Prepay
Confirmation Code	XK1U9S
Amount Paid:	32.00
Items Purchased:	<b>1 - Package A</b> - Background: GSB074 (2) 8x10 (1) 2-5x7 (1) 8 Wallets (1) 16 Mini Wallets
Payment Status:	Completed 07/29/2015
Billing Information	Susan Chambers bAddress bAddress2 bCity, AL 90210 jeremy@jdh.net bPhone

To access a downloadable .CSV file for a project, select Prepays under the project name for this option.

